

Criminal Convictions Declaration





Instructions

All applicants must complete one section of the attached Criminal Conviction Declaration forms:

- Applicants who require a Disclosure and Barring Service (DBS) check must complete Section A or Section B;
- Applicants who do not require a Disclosure and Barring Service (DBS) check must complete Section C.

Guidance Notes

Section A or Section B of this declaration of disclosure must be completed by applicants who have applied for any post where, if successful, the candidate will be required to obtain a certificate of disclosure from the Disclosure and Barring Service (DBS), previously the Criminal Records Bureau (CRB).

This does not mean that possession of a criminal record will automatically prevent you from working for the Client, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In many cases, a particular conviction will be of no relevance and so can be discounted for the purposes of your application. The assessment of your suitability for a post will be conducted in line with the Code of Practice recommended by the Disclosure and Barring Service.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Therefore, you must give details on this form of relevant convictions, cautions, reprimands and warning that you have and any court cases that you have pending.

Both Matrix SCM and our Client(s) will use information provided by the Disclosure and Barring Service in conjunction with your application, when considering your suitability for such jobs, though the final decision for recruitment shall be made by the Client. In the event of an assignment, any failure to disclose such convictions could result in the assignment being ended by the Client. Any information you give us about convictions will be kept confidential and will only be considered in relation to the assignment(s) for which you are applying.





Declaration of Criminal Offences

Working with Children, Young People and Vulnerable Adults

Where the job(s) you are applying for involves working with children, young people and vulnerable adults, you are required to disclose all spent and unspent convictions, cautions, reprimands, bind overs and final warnings.

Other Positions

Where the job(s) you are applying for involve no work with children, young people and vulnerable adults, please see below.

Using the guidelines below, please list your unspent and relevant spent convictions, cautions, reprimands and final warnings, including any convictions in a court of law outside Great Britain, recorded on police central records. Do not forget to include any pending convictions and indicate that they are pending.

You must provide details of the following:

- Cautions relating to an offence from a list (see below) agreed by Parliament;
- Cautions given less than 6 years ago (where you were over 18 years old at the time of the caution);
- Cautions given less than 2 years ago (where you were under 18 years old at the time of the caution);
- Convictions relating to an offence from a prescribed list (see below);
- Convictions that resulted in a custodial sentence (regardless of whether served);
- Convictions given less than 11 years ago (where you were over 18 years old at the time of the conviction);
- Convictions given less than 5.5 years ago (where you were under 18 years old at the time of the conviction).

Irrespective of the above list, if you have more than one conviction then all convictions must be declared.

The list referred to above includes a range of offences which are serious and which relate to sexual offending, violent offending and/or safeguarding. It would never be appropriate to withhold details of offences on this list. A list of offences which should always be declared has been derived from the legislation and can be accessed using the following link:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.





False Information

Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed.

Applicants must complete either Section A, Section B or Section C depending on the role applied for.

Section A should be completed by workers who require a DBS check if the applicant has no convictions (spent or unspent), cautions, reprimands or final warnings.

Section B should be completed by workers who require a DBS check if the applicant has unspent convictions or (where relevant) spent convictions, cautions, reprimands or final warnings.

Section C should be completed by all workers who do not require a DBS check.





Section A

For roles that require a DBS check, please complete only if you have no convictions, cautions, reprimands or final warnings, either spent or unspent. You should note that this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, consequently no conviction is considered spent and must be declared.

I have no convictions, cautions, reprimands or final warnings.

As the applicant for the position, I confirm that the details shown above are an accurate record of the details contained within my disclosure certificate received from the Disclosure and Barring Service and that this information can be shared amongst all parties involved within the applicable recruitment process.

Name	
Signature (Applicant)	
Date	





Section B

For roles that require a DBS check, please record below details of any and all unspent convictions, relevant spent convictions (where necessary), cautions, reprimands and/or final warnings that you may have to declare.

I have the following convictions, cautions, reprimands and/or final warnings:

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As the applicant for the position, I confirm that the details shown above are an accurate record of any criminal offences that may appear on my Disclosure and Barring Service disclosure certificate, as of the date listed below and that this information can be shared amongst all parties involved within the applicable recruitment process.

Name	
Signature (Applicant)	
Date	





Section C

To be completed by workers who do not require a DBS check.

Have you ever been convicted of a criminal offence which has not been spent under the Rehabilitation of Offenders Act 1974?

Do you have any cautions, reprimands, final warnings, pending investigations/court cases or are you currently on bail?

If yes, please give details below, or state N/A if not:

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As the applicant for the position, I confirm that the details shown above are an accurate record of any unspent criminal convictions, cautions, reprimands, final warnings, pending investigations/court cases and bail as of the date listed below and that this information can be shared amongst all parties involved within the applicable recruitment process.

Name	
Signature (Applicant)	
Date	

