

REHABILITATION OF OFFENDERS/CRIMINAL RECORDS DECLARATION FORM

A criminal record will not necessarily be a bar to obtaining a position.

Please read the guidance notes before completing this form.

Section 1

Post Applied for		Vacancy Ref No.	
Department / Location			

Section 2

Surname	
Forename(s) or other	
Current address	
Telephone number	
Place of Birth	

Section 3

Previous Name(s)	Previous Address(es)

Section 4

The Rehabilitation of Offenders Act 1974, requires <u>all</u> applicants to declare 'unspent' convictions. Please answer the following:
Do you have any ' unspent ' criminal convictions by the courts? (the accompanying Guidance Notes provide details of spent and unspent convictions) <p style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
If yes, please give details of the date of the conviction(s), nature of the offence(s) and the sentence(s) imposed:

Section 5

If you have applied for a post that requires a DBS Standard or Enhanced Disclosure, or if you are applying for a post as a healthcare professional, accountant, solicitor, barrister or legal executive, this means that this post is exempt from the Rehabilitations of Offenders Act 1974 and you are required to declare any 'spent' convictions. Please answer the following:

Do you have any '**spent**' criminal convictions by the courts, or have you been cautioned, reprimanded or given a final warning by the police? YES NO

If yes, please give details of the date of the conviction(s), nature of the offence(s) and the sentence(s) imposed:

Section 6

If you have applied for a post that requires a DBS Enhanced Disclosure, please answer the following:

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? YES NO

If yes, please give details:

Section 7

DECLARATION

I have read the guidance notes and certify that the information provided above, is correct. I understand that any false statement or omissions may result in my application being withdrawn or my appointment being terminated.

If I am selected for a post that requires a standard or enhanced disclosure, I give UMC (University of Manchester Conferences) Ltd permission to carry out the necessary check with the Disclosure and Barring Service (DBS).

If I am appointed, I undertake to inform my line manager immediately if I am convicted of any criminal offence during my employment with the UMC Ltd or The University of Manchester.

NOTE: Any information provided will be stored securely in manual form and processed in accordance with the University of Manchester's registration under the Data Protection Act (1998). For the successful candidate, the information will form part of the personal, confidential record. In the case of unsuccessful candidates, the data will be destroyed after six months.

Signature.....

Date:

Please return completed form to HR Services