



**Criminal Record Declaration**  
(Roles exempt from the ROA - DBS)

This form must be completed by all applicants where a police check (also known as a DBS), is required. The information disclosed on this form will not be kept with your application form during the application process.

**Policy statement on recruiting applicants with criminal records**

This post is exempt from the Rehabilitation of Offenders Act 1974, therefore all applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

For further information on filtering please refer to [Nacro guidance](#) and the [DBS website](#).

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis, taking the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](#).

<b>Surname:</b>		<b>Forename:</b>	
<b>Vacancy Job Title:</b>			
Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	<b>YES</b>		<b>NO</b>
If you have answered yes, you now have <b>two</b> options on how to disclose your criminal record.			
<b>Option 1:</b> Please provide details of your criminal record in the space below.			
<b>Option 2:</b> You can disclose your record under a separate cover provided that you mark a cross on the line below and email your disclosure to your recruiter. The email should be marked <b>CONFIDENTIAL</b> and state your name and the details of the post.			
I have attached details of my conviction separately (Please mark the box with an <b>X</b> if appropriate).			
<p><b>DECLARATION</b></p> <p>I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Hertfordshire County Council.</p> <p>Signed: _____ Date: _____</p>			

**Please return this form to your recruiter**