



## Agora Learning Partnership

# Criminal record self-declaration form for jobs exempt from the ROA

This form must be completed by all applicants for jobs, activities or posts that are eligible for standard or enhanced DBS checks. 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 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on criminal record self-declaration for roles that are eligible for standard or enhanced DBS checks please refer to [Nacro guidance](#) and the [MoJ 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, prevent a 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 and will take the following into consideration:

- whether the caution or 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 unspent cautions and convictions; and also any adult cautions and spent convictions 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](#).**

**Criminal record self-declaration form ROA Exceptions Order**  
**(standard or enhanced DBS checks)**

<b>Full name</b>			
<b>Post applied for</b>			
<p>Do you have any unspent conditional cautions or convictions?</p> <p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p>Do you have any spent adult cautions (simple or conditional), or spent convictions, which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?</p> <p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p>If you are not sure whether your caution(s) or conviction(s), should be disclosed please contact <u>Nacro</u> for further advice.</p> <p>If you have answered yes, you now have <b>two</b> options on how to disclose your criminal record.</p> <p><b>Option A:</b> Please provide details of your criminal record in the space below.</p> <p><b>Option B:</b> You can disclose your record in a written statement provided that you tick the box below and attach the disclosure statement stapled to this form in an envelope. The envelope should be marked <b>CONFIDENTIAL</b> and state your name and the details of the post you are applying for.</p> <p>I have attached details of my criminal record separately <input type="checkbox"/></p>			
<b>DECLARATION</b>			
<p>I declare that the information provided on/with this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Meryfield Primary School</p>			
<b>Signed:</b>		<b>Date:</b>	

**Please return this form to: Meryfield Primary School**