HARINGEY COUNCIL

Children's Service

Declaration of Criminal Record

Before completing this form, please read the following notes carefully

It is the policy of this Council to require successful applicants for certain posts to disclose certain information on any previous criminal record that they may hold. This does not mean that possession of criminal record will automatically prevent you from working for the Council, 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. In assessing your suitability for a post the Council complies with the Code of Practice recommended by the Criminal Records Bureau.

You must give details on this form of any convictions or cautions you have or any court cases that you have pending. Under the provision of the Rehabilitation of Offenders Act 1974, job applicants do not have to disclose information on certain convictions after a set period of time, i.e. when they become 'spent'. However, staff employed to work with children or vulnerable adults are required to disclose all spent and unspent convictions, cautions, reprimands and final warnings.

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. Applicants are therefore, not entitled to withhold any information about convictions, cautions, bindovers, reprimands or final warnings which for other purposes are 'spent' under the provisions of the Act. Successful applicants will be required to undergo an enhanced CRB disclosure check

The Council will use information provided by yourself and/or the Criminal Records Bureau Disclosure Service when assessing your suitability for such jobs. In the event of employment, any failure to disclose all or part of your criminal record could result in dismissal or disciplinary action by the Council/Authority. Any information you give us about your criminal record will be kept confidential and will only be considered in relation to the job for which you are applying.

Therefore if you have been convicted, (cautioned, reprimanded or received a final warning) of a criminal offence in the past (including a Court of Law outside Great Britain) you must give details (conviction/offence, date and sentence) below.

Should you need any assistance please contact the CRB officer on 020 84893134.

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Using the above guidelines, please list all your unspent and spent cautions, reprimands, final warnings and criminal convictions. If you have no criminal record please enter **none**.

Include details of any pending prosecutions in the box provided. If there is none please enter **none**.

Criminal Record
Spent & Unspent Cautions/Reprimands/final Warnings/Convictions

Nature of Offence(s)	Name of Court and date of caution(s) / conviction(s)	Sentence(s)

Pending Prosecution(s)

Details of alleged offences	Name of Court and court date if known

All information given will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

I, certify to the best of my knowledge, the information on this form, is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, it may automatically disqualify me from appointment or render me liable to instant dismissal without notice.

Signed: _____ **Date**: _____

Name (please print in Capital letters): _____

Position applied for: _____

School: _____