

# Self-Disclosure Form

**Declaration of unspent criminal offences for appointments into positions where a DBS Disclosure is required.**

**Please read the following notes carefully, before completing this form.**

It is the policy of Pippins Pre-School and Nursery to require applicants into posts which are eligible for a Disclosure and Baring Service (DBS) disclosure, to declare information on any previous criminal record that they hold.

You must give details on this form of any unspent convictions, cautions, reprimands or warnings you have received (including any convictions in the court of law outside of Great Britain) and any prosecutions that you have pending. Under the provisions of The Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 staff employed to work with certain categories of person, or in specific settings are required to disclose all their unspent convictions. Therefore, if you have received a conviction, caution, reprimand or warning for any offences in the past, you must provide details overleaf.

Pippins Pre-School and Nursery will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. Possessions of a criminal record will not automatically prevent you from working at Pippins Pre-School and Nursery. As part of the recruitment process such information will only be considered in light of its relevance to the post which you are applying.

All appointments into posts subject to the DBS check are made only on the condition of a satisfactory DBS Disclosure. If you are successful in your application for employment, then the failure to disclose unspent previous criminal history could result in withdrawal of this conditional offer of employment.

List all of your unspent conditions, cautions, reprimands and warnings on the following page, together with details of any pending prosecutions. Use a continuation sheet if required.

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

If you have no unspent convictions please write 'None' and sign the form

(Please complete in BLOCK CAPITALS)

Name .....

Position applied for .....

Nature of Offence(s)	Name of Court and date of conviction or date of Caution, Reprimand or Warning (if known)	Sentence (s)

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, it could lead to withdrawal of the condition offer of appointment, without notice.

Signed: .....

Date: .....