

**CONFIDENTIAL**

**DETAILS OF ANY PREVIOUS CONVICTIONS**

Name of Applicant ……………………………………………………………..….. Job Reference ………………………………

**Due to the nature of our work with children and vulnerable adults, you are required to complete this form and bring it with you to interview.**

Before answering the questions overleaf please note the following:

1. The provisions of the Rehabilitation of Offenders Act 1974 relating to the non-disclosure of

certain criminal convictions do not apply and no convictions can be regarded as “spent”.

1. Failure on your part to reveal information about all convictions, bindings over, cautions,

reprimands, warnings and any other matters relevant to the position sought may, on

discovery, result in the withdrawal of any offer of employment or, if already employed,

summary dismissal.

1. Jamores uses the Criminal Records Bureau’s (CRB’s) Disclosure Service to make checks at an enhanced or standard level (depending on the job you are applying for) on all persons offered employment.
2. If you are offered employment, it will be subject to a CRB Enhanced or Standard Disclosure about you and to you consenting to Jamores obtaining the same. This will give details of any convictions (both ‘spent’ and ‘unspent’) as well as cautions, reprimands, and warnings. It may also give non-conviction information from local police records which a Chief Police Officer thinks may be relevant to the matter in question. So that you can check its accuracy, the CRB will send to you, at the address you give on the CRB Disclosure Form, a copy of the Disclosure information which they send to us.

**A Summary of our policy on the use of the Criminal Records Bureau is enclosed with this Form.**

**(Please answer by ticking the appropriate box)**

**YES NO**

1. Have you ever been convicted or found guilty of any criminal

offence or been bound over by any Court or Court Martial whether

in the UK or abroad, or received a caution, police reprimand or

warning?

1. Are you currently on probation, a conditional discharge or ‘bound

over’ after being charged with any offence?

1. Have you been charged with any offence which is yet to be

considered by a Court?

Please give the date, the place of the court hearing, the type of offence and the sentence and if appropriate the Probation Officer’s name to any of the above questions to which you have answered **YES.**

I confirm that the information I have given is, to the best of my knowledge, information and belief, true and complete. I understand that it may be treated as part of any subsequent contract of employment. I also understand that the data I have provided will only be seen by the relevant recruiting managers and Human Resources personnel .

Signed …………………………………………………….. Date …………………………………………….

Having a criminal record will not necessarily bar you from working with us – this will depend on the nature of the position and the circumstances and background of the offence(s).

**Please fold this form so that any convictions listed do not show.**