**CRIMINAL RECORDS DECLARATION FORM**

**GUIDANCE NOTES**

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| CRIMINAL RECORDS Applicants must complete a Criminal Records Declaration Form for any post for which a Disclosure and Barring Service (DBS) Disclosure Application Form has been completed.  Applicants must complete either box A or box B overleaf.  The Appointing Officer must countersign the declaration.  Box A should be completed if the applicant has no convictions (spent or unspent), cautions, reprimands or final warnings.  Box B should be completed if the applicant has convictions (spent or unspent), cautions, reprimands or final warnings.  *If Box B is completed, Appointing Officers must then discuss any trace likely to appear on the selected applicant’s disclosure.*  Please refer to the County Council’s Criminal Records Policy.  **OVERSEAS CHECKS**  If you receive a DBS disclosure from an applicant who has lived abroad within their 5 year address history, the applicant must be able to produce a criminal background check for the period concerned. Addresses for Foreign Embassies within the UK can be found by using the link below:  www.fco.gov.uk |
| **RETENTION OF INFORMATION**  Due to the restrictions imposed regarding the storage of disclosure information, the *original* of this form should be forwarded with the completed DBS Disclosure Application Form to Employee Services in the Finance Group for processing. No copy should be taken or retained by the Appointing Officer. |

**CRIMINAL RECORDS DECLARATION FORM**

**YOU MUST FILL IN THE INFORMATION BELOW**

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| **Vacancy Number** |  | **Full Name** |  |
| **Organisation / School** | **Cramlington learning Village** | **Position** |  |

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| **Box A**  **(Complete only if you have no convictions etc, either spent or unspent. You should note that this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, consequently no conviction is considered spent and *must* be declared.)**  **I HAVE NO CONVICTIONS, CAUTIONS, REPRIMANDS, OR FINAL WARNINGS.**  As applicant for the position I confirm that the details shown above are an accurate record of any criminal offences that may appear on my Disclosure and Barring Service Disclosure and of the discussion held with the Appointing Officer.  Signature……………………………………………….(Applicant) Date …../…./……. |
| Box B(Record below details of any and all convictions, spent or unspent, cautions, reprimands and/or final warnings that you may have to declare.) **I HAVE THE FOLLOWING CONVICTIONS, CAUTIONS, REPRIMANDS AND/OR FINAL WARNINGS:**  *………………………………………………………………………………………………………………………………*  *………………………………………………………………………………………………………………………………*  *………………………………………………………………………………………………………………………………*  *………………………………………………………………………………………………………………………………*  *………………………………………………………………………………………………………………………………*  As the **applicant** for the position I confirm that the details shown above are an accurate record of any criminal offences that may appear on my Disclosure and Barring Service Disclosure and of the discussion held with the Appointing Officer.  Signature……………………………………………… (Applicant) Date …./……/…… |
| **OVERSEAS ADDRESS CHECK – if applicable**  **APPLICANT NOTIFIED AND OBTAINING RELEVANT CHECK – YES / NO**  **COUNTRY / COUNTRIES RELEVANT CHECK REQUIRED FROM:** |
| As Appointing Officer I have discussed with the applicant any details, as recorded above, that might appear on the applicant’s Disclosure and Barring Service Disclosure, in line with the County Council’s Criminal Records Policy. |

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| **Printed Name of Appointing Officer** | **Position** |
| **Signature** | **Date** |