**Royal Borough of Windsor and Maidenhead**

**STRICTLY CONFIDENTIAL**

**Disclosure of criminal background for posts requiring a DBS check**

The Royal Borough of Windsor and Maidenhead has a responsibility to ensure as far as possible that persons (either employed or as volunteers) who work with children, young people or vulnerable adults in Borough services are suitable to undertake such a role.

The position for which you are applying has been determined by the Council as exempt from the Rehabilitation of Offenders Act 1974, which means that previous offences must be disclosed and successful applicants will be subject to a standard or enhanced DBS disclosure.

**Disclosure of Information**

Any information which you give will be strictly confidential and will be considered only in relation to this position.

Having current convictions does not automatically bar you from employment. The Council we will consider applicants on their merits and in relation to the post for which they are applying.

Please complete the disclosure of criminal background information requested below. If your application for this post is successful, you will not be able to commence employment until a satisfactory DBS check has been confirmed. The timescales for these checks are outside the control of the council.

You will be sent your certificate by the DBS in the post to your home address.

If the DBS check reveals a conviction, caution, reprimand, warning or bind over, which you had failed to declare, this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.

**DBS Update Service**

If you are registered with the DBS Update Service we may be able to use this service to carry out the DBS check.

Are you registered with the DBS Update service? Yes [ ]  No [ ]

If your application for this post is successful, do you consent to the Council using the update service to check your DBS status? Yes [ ]  No [ ]

In order to enable us to use the update service we will need to see the ORIGINAL DBS Certificate which relates to your joining the DBS update service. Do you consent to us seeing this document? Yes [ ]  No [ ]

The amendments to the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

If you are unsure about whether you should be disclosing details please refer to the Nacro Criminal Record Support Service: <https://www.nacro.org.uk/criminal-record-support-service/>

Further information can also be found via this link: <http://hub.unlock.org.uk/knowledgebase/filtering-cautions-convictions/>

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| --- |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?Yes [ ]  No [ ] If Yes, please give details: |

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| --- |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabiliation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?Yes [ ]  No [ ] If Yes, please give details: |

**DECLARATION**

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

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

**Print name in capitals**

**…………………………………………………………………………..**

**Position applied for……….……………………………**

(When you have answered the above question please return this additional sheet with your application form. **If you have disclosed conviction information please place this sheet in a separate sealed envelope marked with: Your name & position applied for, and the following: DISCLOSURE INFORMATION – STRICTLY CONFIDENTIAL.** This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information).