

DISCLOSURE OF CRIMINAL BACKGROUND FORM

You have been asked to complete this form because the role you have applied for is exempt from the Rehabilitation of Offenders Act 1974. The information disclosed on this form will not be kept with your application form during the application process.

Please bring this completed form with you, in a sealed envelope. Mark the envelope Criminal Record Declaration Form with your name, date and position applied for.

Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent convictions and conditional cautions
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on filtering please refer to [Nacro guidance](#) and the [guidance published by the Ministry of Justice \(see, in particular, the section titled 'Exceptions Order'\)](#).

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- Your age at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) provided.
- Whether your circumstances have changed since the offending behaviour.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from [Nacro's Criminal Record Support Service](#).

STRICTLY CONFIDENTIAL

EXPLANATORY NOTE TO APPLICANTS AND STATEMENT OF POLICY ON THE RECRUITMENT OF PERSONS WITH A CRIMINAL CONVICTION

The Keys Academy Trust is able (with your consent), to access records of criminal convictions to verify the information you supply. In the event of an offer of employment your written permission will be sought for this check to be undertaken with the Disclosure and Barring Service. (The Service is an executive arm of the Home Office which carries out criminal conviction checks for employers). If you do not give your permission it will not be possible to consider your application further. As part of its checking procedure the Service will also check registers of persons found to be unsuitable to work with children or vulnerable adults which are maintained by the Disclosure and Barring Service Information on the Service, including their Code of Practice by which employers must abide, can be accessed on the internet at: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

The Keys Academy Trust complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Information received from the Service will be kept in strict confidence. You will be sent directly the results of your check by the Service.

Having a criminal record will not necessarily bar you from working with us. The disclosure of a criminal record will only debar you from appointment if the selection panel, having considered carefully the following factors, determine this. The factors to be taken into account are:

- a) the responsibilities of the position
- b) the vulnerability of children or adults supported
- c) the nature of the offence(s)
- d) the number and pattern of offences (if there is more than one)
- e) how long ago the offence(s) occurred
- f) the age of the offender when the offence(s) occurred.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If the Service check discloses a conviction 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.