

Disclosure of Criminal Convictions

Under the Rehabilitation of Offenders Act 1974 and regulations issued by the Home Office the College has a duty to ensure that a police check for criminal convictions is undertaken for those offered an appointment that gives substantial access to children and vulnerable adults. Applicants for employment will be required to disclose spent convictions.

All roles at Colchester Institute are covered by the Act so you are required to disclose criminal convictions even those which are considered 'spent'. A criminal offence includes all convictions, cautions, reprimands and warnings.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: www.gov.uk/government/publications

Please complete this form and return to the Human Resources Team.

Have you ever been convicted of a criminal offence? Please tick the appropriate box.

Yes*		No	
------	--	----	--

* If the answer is yes please give details below:

Name Job Ref

Signed Date

Disclosure of a criminal offence does not necessarily mean that you will not be appointed; a person's suitability will be looked at in the light of all the information available. One of the main considerations will be whether the offence is one which would make the person unsuitable to work in a capacity which provides the opportunity for access to young people or vulnerable adults. To help with this you may be asked questions if shortlisted for interview.

Any information you provide will be treated as strictly confidential and be considered only in relation to the specific role you have applied for.

Under the terms of its registration with the Disclosure and Barring Service the College is bound by the Code of Practice, which gives guidance on all related issues, including equality of opportunity and data protection.