

CRIMINAL DECLARATION FORM AND INFORMATION ON DISCLOSURE AND BARRING CHECKS (ONLINE DBS CHECKS)

Please complete the declaration of criminal convictions form (overleaf) and bring it with you on the day of the interview.

Declaration of Convictions Form

Please ensure that you:

1. Complete the form using black ink and in block capitals.
2. Complete your personal details.
3. Clearly state the post for which you are applying.
4. Complete **and sign** either section A or B.

DBS Online Disclosure

You will only be asked to complete an Online DBS application if you are appointed to a post.

Also at the interview, please bring your current valid passport or photo driving licence with paper counterpart, and as many of the following original documents as possible; your birth certificate, marriage certificate, P45/P60 statement showing your national insurance number. In addition one or two proofs of current address e.g. a recent (less than 3 months old) utility bill and a recent credit card, bank, mortgage or pension or insurance statement. Further guidance can be found on other forms of ID on the DBS website.

The post for which you are applying is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) Order 2013. 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.

You are therefore required to declare below any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

PERSONAL DETAILS (Please complete this form in BLOCK CAPITALS using black ink)

Surname:	Forename:
Address:	
.....	
Date of Birth:	
POST APPLIED FOR:	
Place of Work e.g. School/Unit:	

Please complete either section A or B and sign

<p>SECTION A I have no criminal convictions, cautions, reprimands or final warnings that should be declared as they are not 'protected' (i.e. filtered out) as defined above</p> <p>If I am subsequently appointed, I undertake to declare to the Council any pending or actual prosecutions that may arise in the future.</p> <p>Signature:Date:.....</p>
<p>SECTION B - I have the following criminal convictions, cautions, reprimands or final warnings that are not 'protected' listed below. (Continue on separate sheet if necessary)</p> <p>.....</p> <p>.....</p> <p>If I am subsequently appointed, I undertake to declare to the Council any pending or actual prosecutions that may arise in the future.</p> <p>Signature:Date:.....</p>

Failure to complete this form may result in your application being rejected. Similarly, failure to disclose all convictions, cautions, reprimands or final warnings that are not "protected" could result in disciplinary proceedings or dismissal **if the existence of a criminal record subsequently comes to light.**

DISCLOSURE BARRING SERVICE (DBS) ONLINE DISCLOSURE APPLICATION

The post you have applied for involves access to vulnerable groups, including children. Therefore, a DBS Disclosure check is required.

Harrow Council complies fully with its duties and powers under the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012, in using the disclosure and barring systems to make safer recruitment decisions.

If you are successfully appointed to a post that requires a DBS check, an internet link to the online DBS checking service will be forwarded to you by a DBS Harrow Applicant Manager. Further details will be given to you at this stage.

Unless School/departmental procedures permit, you will not be allowed to commence employment until the DBS check is completed. If you do start work and the DBS check is returned showing relevant convictions then your employment is likely to be terminated.

Once your Disclosure application has been processed, the Disclosure Barring Service will send you a copy of the Disclosure, which you will be required to present to the Applicant Manager of the School/Department

Failure to complete this form may result in your application not being considered further. Similarly failure to disclose any convictions or pending prosecutions which are subsequently found by a DBS check may render your application void.

Where the information provided by the DBS does not agree with the information provided by you on the Harrow Declaration of Convictions form, we will discuss the discrepancy with you, before reaching a decision whether to appoint.

If you think that any information contained on your Disclosure is incorrect, please contact the Disclosure disputes line on 0870 90 90 778 and ask about the dispute procedure.

Any information provided by you and/or by the DBS will be treated in strict confidence and used to judge your suitability for the post in question. Every effort will be made to ensure that the number of people who see confidential information will be kept to a minimum. However, you should be aware that any or all of the people involved in deciding upon your appointment might need to see such information.

We will comply with the DBS Code of Practice. The Code sets out the standards to be applied in using disclosure information fairly and for secure storage and disposal. If you wish to see a copy of the Code, please ask the Human Resources Section or refer to the online DBS website for more information on DBS checks and guidance.

Appointment Decisions

Your suitability for the post will be looked at in the light of all the information available to the Appointing Panel and possession of a police record will not automatically exclude you from any post where the job involves working with children or vulnerable adults. However, sexual, violent or drug offences are not the only offences which may be considered as reasons for not proceeding with the appointment.

The Council's policy is to appoint the best available person for the job in accordance with its Equal Opportunities Policy and its Recruitment and Selection Policy. As a public organisation the Council takes every precaution to ensure its employment procedures meet all legal requirements.