

## Declaration of Criminal Offences

The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974, therefore Isle of Wight Council will undertake to use the Criminal Records Bureau. For some posts the information required will include details of cautions, reprimands or final warnings as well as convictions.

Whereby a Disclosure is to form part of the recruitment process applicants are encouraged to provide details of their criminal record at an early part of the process, all information will be kept confidential and only disclosed to those parties relevant to the recruitment process.

The disclosure of a criminal record will not necessarily prevent your employment with us; in making a decision, the council will consider many factors relevant to the appointment. This means that you must provide information about all previous convictions, cautions, reprimands and final warnings including those, which, in other circumstances, would be thought of as, spent. Failure to disclose relevant information could lead to Isle of Wight Council withdrawing the offer of employment.

**The categories of employment which are exempt from the Rehabilitation of Offenders Act 1974 include:**

- **Work involving access to children and vulnerable people**  
e.g., school based staff, youth service, social workers etc.
- **Work involving the provision of services to persons under the age of 18**  
including social services care, leisure and recreational facilities and the provision of accommodation.
- **Work involving the provision of social services to persons:**
  - over the age of 65
  - suffering from serious illness or mental disability of any description
  - addicted to alcohol or drugs
  - who have a sensory impairment
  - who are substantially and permanently disabled

If you are offered a job in any of these categories, you will also be required to complete a further form and to authorise the Council to undertake a criminal record check.

**Please list all cautions, bindovers and criminal offences. Do not forget to include any pending convictions and indicate that they are pending in the column 'Place & date of judgement(s)'. If you have no convictions please write 'none' and sign the form.**

Details of offence	Nature of offence	Place & date of judgement	Sentence

**I certify that the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it may automatically disqualify me from appointment or may render me liable to dismissal without notice.**

SIGNED: \_\_\_\_\_ NAME: (Please print)

DATE: \_\_\_\_\_ JOB APPLIED FOR: \_\_\_\_\_

**PLEASE COMPLETE THIS FORM AND RETURN IT WITH YOUR APPLICATION FORM.**

Isle of Wight Council has a policy on the Recruitment of Ex-Offenders which is available upon request. The Criminal Records Bureau publish a Code of Practice. If you would like to see this, please visit their website at [http://www.crb.homeoffice.gov.uk/about\\_crb/what\\_is\\_the\\_code\\_of\\_practice.aspx](http://www.crb.homeoffice.gov.uk/about_crb/what_is_the_code_of_practice.aspx)