

**MANDATORY DECLARATION OF**

**CRIMINAL OFFENCES**

**BEFORE COMPLETING AN APPLICATION FORM**

**PLEASE READ THE FOLLOWING NOTES CAREFULLY**

The John Lyon School requires applicants to disclose certain information on previous criminal records they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the School, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In assessing your suitability for a post, The John Lyon School complies with the Code of Practice recommended by the Disclosure and Barring Service.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Therefore you must give details on this form of relevant convictions, cautions, reprimands and warnings that you have and any court cases pending.

In the event of employment, any failure to disclose any convictions could result in dismissal or disciplinary action by the School. Any information you provide regarding convictions will be kept confidential.

**DECLARATION OF CRIMINAL OFFENCES**

Using the guidelines below please list **all your unspent, and relevant spent,** **convictions, cautions, reprimands and final warnings,** including any convictions in a Court of Law outside Great Britain. Do not forget to include any pending convictions and indicate that they are pending.

You must provide details of the following:

**Cautions** relating to an offence from a list (see below) agreed by Parliament

**Cautions** given less than 6 years ago (where you were over 18 years old at the time of the caution)

**Cautions** given less than 2 years ago (where you were under 18 years old at the time of the caution)

**Convictions** relating to an offence from a prescribed list (see below)

**Convictions** that resulted in a custodial sentence (regardless of whether served)

**Convictions** given less than 11 years ago (where you were over 18 years old at the time of the conviction)

**Convictions** given less than 5.5 years ago (where you were under 18 years old at the time of the conviction)

Irrespective of the above list, **if you have more than one conviction then ALL convictions must be declared.**

A list of offences which **must always** be declared has been derived from the legislation and can be accessed using the following link:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

This list includes a range of offences which are serious, relate to sexual or violent offending or are relevant in the context of safeguarding. It would never be appropriate to filter offences on this list. In addition, the legislation covers equivalent offences committed overseas.

It is not possible to capture a definitive list of all equivalent offences under the law of all other jurisdictions. Where an individual is aware that they have committed an offence overseas which may be equivalent they should seek independent expert or legal advice to ensure that they provide information that is truthful and accurate.

**If you have no unspent, and no relevant spent, convictions, cautions, reprimands or warnings you must insert ‘None' in the box below.**  If you have any queries about the completion of the form, please contact The John Lyon School HR Manager on 020 8515 9460.

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| **Nature of Offence(s)** | **Name of Court and Date of Conviction(s) and/or Date of Caution(s), Reprimand(s) or Warning(s)** | **Sentence(s)** |
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All information given will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, my employment may be terminated with immediate effect.

Signed:

Name (please print in CAPS):

Position applied for:

Date: