

**Initial Application and Shortlisting Stages – Information for Candidates**

The primary purpose of the Criminal Records Bureau is to help organisations make safer recruitment decisions and appointments. By providing access to criminal records and other information, the CRB will enable organisations to identify those who may be unsuitable for certain work and positions, especially when the work involves contact with children or vulnerable adults. The CRB issues two levels of Disclosure: **Standard** and **Enhanced**.

*Standard* disclosures are primarily for posts that involve working with children or vulnerable adults and may also be issued for people entering certain professions. It contains details of all convictions held on the Police National Computer including current and 'spent' convictions as well as details of any cautions, reprimands or final warnings.

*Enhanced* disclosures are for posts which involve a far greater degree of contact with children or vulnerable adults. In general, the type of work will involve regularly caring for, supervising, training or being in sole charge of such people. Examples include a teacher, scout or guide leader. This level of disclosure involves an additional check to those carried out for the Standard disclosure. It also includes a check on local police records.

*Due to the sensitive nature of the duties the postholder will be expected to undertake in respect of this position, you are required to disclose details of any criminal record below. Only relevant convictions and other information will be taken into account so disclosure is not necessarily a bar to obtaining the position.*

**Declaration**

Please read the following information carefully and answer the relevant sections. This form must be returned with your completed application. Note: the post you are applying for is subject to a (disclosure type) disclosure.

- 1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? The post you have applied for is excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.

Yes / No<sup>†</sup>

If yes, please give details of offences, penalties and dates below:

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.....

<sup>†</sup> Please delete as appropriate

2. For *enhanced* disclosures only:

Are you aware of any police enquiries undertaken following allegations made against you which may have a bearing on your suitability for this post?

Yes / No<sup>†</sup>

If yes, please give details below:

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I confirm that the information I have given on this form and in my application is correct and complete. Due to the sensitive nature of the duties the postholder will be expected to undertake, I understand that a standard / enhanced disclosure will be sought in the event of a successful application.

Name (printed): .....

Signed: .....

Dated: .....

Any information provided will be kept confidential and processed in accordance with the principles of the Data Protection Act. If you have declared a criminal record and we believe this to have a bearing on the requirements of the post, we will discuss the matter with you at interview. If we do not raise the record with you, it is because we have taken the view that it should not be taken into account in deciding your suitability for the post.

If you require any further information or have any concerns about completing this declaration, please contact our Personnel & Training Officer on 0161 772 2120. Please note that the CRB have a published Code of Practice in respect of Disclosure information and a copy can be obtained on request.

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<sup>†</sup> Please delete as appropriate