**Criminal Record Preliminary Declaration Form**

**For completion by all applicants or contractors for posts requiring the disclosure of criminal records.**

**Information requested under the Rehabilitation of Offenders Act 1974 (Exception) Order 1975.**

Normally under the above ‘Act’ some criminal convictions do not have to be disclosed after a period of time when they become ‘spent’. This does **not** apply to posts having regular contact as part of their normal and routine duties with children under the age of 18 or vulnerable adults.

Due to the nature of the work for which you are applying, this post is made exempt from these rules by the above Order. This means that you **must** answer the following questions about current and all other previous criminal convictions. This will be treated in the strictest confidence and specified Disclosure and Barring Service Code of Practice and will be considered only in relation to this application.

Having a criminal record will not necessarily bar you from working with EMED Group. This will depend on the nature of the position and the circumstances and background to the offences. Failure to disclose this information could lead to your application being rejected, or if you are appointed, to dismissal if it is subsequently learned that you have a criminal conviction.

Please delete as necessary;

Have you **ever** received a caution, reprimand, final warning or been convicted of any criminal offence?

**YES / NO**

If **YES,** please give details of the caution(s) or conviction(s) and date(s);

……………………………………………………………………………………………………………

Have you ever been charged with any offence that has not yet been brought to trial?

**YES / NO**

If YES, please give details of the charge and the date of the hearing (if known);

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For post requiring **Enhanced Disclosure** 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**

If YES, please give details: …………………………………………………………………………………

I understand that if I am ultimately offered a position or contracted work with EMED Group, I will be required to apply for a disclosure from the Disclosure and Barring Service.

I confirm that the information given above is correct and that I understand that failure to disclose any convictions or relevant information may lead to my dismissal or the offer of contracted work being withdrawn.

Name (Print) ………………………………..… Signature ……………………………………..Date: …………………………………………