

<b>Candidate Name (print):</b>	
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**Form A**

**PLEASE READ THIS FORM CAREFULLY, COMPLETE WHERE INDICATED, SIGN AT THE BOTTOM, AND RETURN IT TO MARY-ANNE WEARE AT MACCLESFIELD HIGH SCHOOL**

### **THE REHABILITATION OF OFFENDERS ACT**

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2.5 years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must therefore disclose whether you have any previous convictions, whether or not they are spent. Should you disclose a criminal conviction, this will be discussed in confidence at interview. However you should note that only convictions that are relevant to the job in question will be taken into account.

**Do you have any criminal convictions (whether spent or unspent), cautions, reprimands, final warnings or prosecutions pending?                      Yes OR No**  
**(Please delete as appropriate)**

**If yes please state:**

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If you do not disclose any convictions you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal. People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

### **CRIMINAL RECORDS BUREAU (CRB)**

Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Criminal Records Bureau. Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying. A copy of the Criminal Records Bureau Code of Practice is available on request. Further information about the Disclosure scheme can be found at [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

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I certify that the information I have provided is true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my application being rejected or my dismissal, if appointed.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_