

# SELF DECLARATION FORM

## Guidance for applicants

In order to protect the public, health and social work programme providers are required to take account of the existence, nature and disclosure of **any criminal conviction (spent or unspent), caution, reprimand, final warning, ongoing police investigation or driving offence that has led to caution/criminal conviction** apart from those which would be “filtered” under DBS guidelines (2020), and unless the individual appears on one of the ‘Barred Lists’. An integral part of professional education and practice entails practice placements. These placements may involve ‘vulnerable’ people such as children, adolescents, the elderly, people with mental health issues or people with learning disabilities. Therefore, it is important that the University is aware of the background of all applicants and monitors all criminal activity. This is regardless of whether you have been convicted in the UK or overseas. This includes criminal convictions or relevant service discipline convictions received within the Armed Forces Justice System (e.g. through Summary Hearing or Court Martial), where it would be considered an equivalent (or similar) offence in England and Wales.

## Disclosing criminal record information

All applicants must complete this form indicating whether or not they have a positive record related to any criminal activity identified in paragraph 1 above. If a positive declaration is made, applicants are required to provide information to indicate the date, nature of the offence(s) and penalties. **A written letter of decision outcome will always be sent after consideration of a positive declaration.** The programme\* applied for is exempt from the provisions of the Rehabilitation of Offenders Act (1974) and applicants should be aware that no conviction, caution, reprimand or final warning is ever regarded as being ‘spent’ other than those which would be “filtered” under DBS guidelines (2020)\*

**Note: declaration of any of the activities identified above will NOT automatically rule out an applicant; the University retains the right to share with any potential or existing employer or statutory body any information that it is required to disclose. Non-disclosure of any criminal activity as outlined above is taken very seriously.**

If accepted onto a programme\* of study, and where applicable, an application will normally be made for a Disclosure and Barring Service (DBS) Enhanced Check shortly before or during the first week of the programme\*. The DBS will check your details against records held on police computers, and also against lists of people barred from working with vulnerable adults and/or children. The DBS Enhanced Check result/outcome from the Police National Computer will be communicated to the University, please bring your DBS Enhanced Check to the University, if requested. The DBS check may also include other relevant information held at the discretion of the Chief Constable of the relevant police force. For applicants being recruited from overseas there is a requirement for you to also obtain an overseas police certificate or certificate of good conduct

**Any discrepancy** between the information on this self-disclosure form and the DBS Enhanced Check will be investigated and could result in exclusion or expulsion from the programme\*

If you are unsure about what offences might need to be declared in response this question, please seek advice from either:

- [Nacro](#) – Tel: 0300 123 1999, or email: [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk)
- [Unlock](#) – Tel: 01634 247350, email [advice@unlock.org.uk](mailto:advice@unlock.org.uk) or complete the [online form](#).

## Data protection

The information you provide will be used for the purpose of determining your suitability for the programme\* you have applied for. If you are not offered a place on the programme\*, this form will not be considered and will be securely destroyed.

### Who information will be shared with

Access to any information will be strictly limited to those who are entitled to see it as part of their duties, and in accordance with our local policy on the correct handling and safekeeping of special categories of personal data.

### How will information be processed

Once a decision has been made, University of Hertfordshire will not keep any information declared in this form for any longer than is necessary

## To note before completing this form:

1. You must answer **all** questions in this form. Please read the notes underneath each question, as these explain what you need to consider before responding.
2. If answering 'yes' to any of the questions, you should use the space provided in the form to include any supporting information that you would like us to consider.
3. You can provide additional evidence separately. This should be clearly marked with your full name, position applied for and the number of the question it relates to. Place this in a sealed envelope marked 'Confidential' and attach this to your completed declaration form.
4. If any information you have declared changes after you have returned this form to us, you must let us know at the earliest opportunity before your commencement date.

Applicant details							
Full name (in block capitals)		Contact telephone no:					
Programme* applied for & ID number		Contact email address:					
<p><b>1. Do you have any criminal convictions/cautions that are not protected (i.e. eligible for filtering) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended)?</b></p> <p>This is regardless of whether the conviction has been issued in the UK or, in any other country where it would be considered an equivalent (or similar) offence in England and Wales and it is not protected.</p> <p>It does not include parking offences. In such cases, you can tick NO.</p> <p>Please provide details of criminal convictions/cautions, including the date, sentence and outcome on the continuation sheet. You should also reflect on the effects, or possible effects of your actions, on any victims and why you are a suitable candidate for your chosen programme*.</p>			<p>Please select</p> <table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No						
<input type="checkbox"/>	<input type="checkbox"/>						
<p><b>2. Have you been formally charged with any other offence in any country which has not yet been disposed of? If you have ticked YES, please provide details of the offence and details of any on-going proceedings, on a continuation sheet.</b></p>			<p>Please select</p> <table border="1"> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>						
<p><b>3. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this programme*? If you have ticked YES, please provide details of the offence and details of any on-going proceedings, on a continuation sheet.</b></p>			<p>Please select</p> <table border="1"> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>						
<p><b>4. Have you ever been subject to any formal action being taken against you by an investigatory body in relation to allegations of fraud, which may have a bearing on your suitability for this programme*? If you have ticked YES, please provide details/details of any on-going proceedings, on a continuation sheet</b></p>			<p>Please select</p> <table border="1"> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>						
<p><b>5. Have you ever been notified of your inclusion on a DBS 'Barred List' for work in Regulated Activity with Adults and/or Children? If you have ticked YES, please provide details on the continuation sheet</b></p>			<table border="1"> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>						
Declaration							
<p>In signing this form, you are agreeing with the statements below.</p> <ol style="list-style-type: none"> <li>1. I confirm that I have read and understood guidance provided which explains how my data will be processed and I give my consent for enquiries to be made in the way described.</li> <li>2. I declare that the information I have provided is true to the best of my knowledge and belief.</li> <li>3. If any information I have declared changes after I have submitted this form, I agree to notify the university before my programme* commences.</li> <li>4. I understand that if I knowingly withhold relevant information or provide false or misleading information, this may result in my exclusion or expulsion from the programme*</li> </ol>							
Signature							
Date of completion							

## Continuation sheet

If you have ticked **YES** to any of the questions above, please use the space below to provide any additional information you would like us to consider in support of your application.

Please clearly indicate the number of the question to which the information relates. You can continue on a separate sheet or attach other pieces of evidence to this form, if you wish to do so.

**Full name and ID no.:**

**Programme\* applied for:**