

# DISCLOSING CRIMINAL RECORD INFORMATION ON YOUR JOB APPLICATION

## INFORMATION FOR APPLICANTS

It is standard practice for schools and educational establishments to ask you a question(s) on your application form about criminal convictions. In late 2019, the law in the UK changed regarding “filtering” of conviction information. Filtering is the process by which the Disclosure and Barring Service (DBS) decide along with the relevant UK authorities what information is included on your DBS Certificate.

If you are not sure whether a caution, conviction, warning or reprimand you received is exempt from being disclosed on your application form then you are entitled to seek independent advice before submitting your application. Below are some links to more information and services which may be able to support you:

### **The UK Government website page on filtering**

[www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance)

### **UNLOCK**

This is an independent charity which provides information and advice for people with previous criminal convictions, cautions or warnings.

[www.unlock.org.uk](http://www.unlock.org.uk)

### **The UNLOCK guidance for what will be filtered out by the DBS**

[www.hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf](http://www.hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf)

### **NACRO**

This is an independent charity which provides information and advice for people with criminal convictions, cautions or warnings.

[www.nacro.org.uk/criminal-record-support-service](http://www.nacro.org.uk/criminal-record-support-service)

### **The DBS website “list of offences”**

This webpage contains the list of offences that will never be filtered from a DBS certificate:

[www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check](http://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)

### **IMPORTANT INFORMATION**

Please note that the recruiting organisation cannot provide advice on the disclosure of criminal conviction information on your application form as this must be sought from an independent source.

The external website links to organisations above are owned or controlled by a third-party. Crinkle Recruitment (a service of The Schools HR Co-operative Limited) and the Recruiting Organisation do not accept any responsibility or liability in respect of the content of these third-party external websites. If you access these external websites, then you do so at your own risk.

The list of organisations provided above is not an exhaustive list – other organisations providing advice and support may be available.