



**CONFIDENTIAL**

### **PATHWAY PROJECT: SELF DISCLOSURE OF CRIMINAL RECORDS**

The role that you have applied to 'work' in as either a paid employee or volunteer is exempt from the 'Rehabilitation of Offenders Act 1974' and as such requires you to complete and submit for processing, a Criminal Records Bureau (CRB) Disclosure Application Form.

As part of the application process you are required to disclose any previous criminal convictions, cautions or bind-overs irrespective of when they occurred, even if they are 'spent'. You must also provide information of any fixed penalty notices and/or any prosecutions pending.

Failure to disclose information which is later provided through the CRB Disclosure process may result in the offer of this post and/or your 'employment' status as a paid employee, volunteer or contractor being reconsidered.

For further information, guidance and/or to speak to someone in confidence about this process, please contact Hayley Cliff on 01543 442610

**Full Name(s):** *please print*  
**Post Applied for:**

**Please ✓ the boxes next to all statements which apply.**

- I confirm that I have no previous convictions, cautions, bind-overs or fixed penalty notices for criminal offences and I understand that as an applicant for this post that I will be subject to a check by the Criminal Records Bureau

**AND**

- I confirm that I am not under report for consideration of possible prosecution for the alleged commission of a criminal offence

**Name** (*please print*):

**Signed:**

**Date:**

OR

Please ✓ the boxes next to all statements which apply and continue on an additional sheet if necessary

- I have a conviction(s) for a criminal offence(s) or I am under report for consideration of possible prosecution for the alleged commission of a criminal offence.  
*Please give the details of the offence(s), alleged offences and possible prosecution(s) with date(s).*
  
- I have a fixed penalty notice(s), details of which are as follows:
  
- I understand that as an applicant for this post that I will be subject to an Enhanced Criminal Records Bureau (CRB) 'Disclosure' application and that any information provided through the Disclosure process will be considered in line with the information I have provided in this document to make a suitability decision.
  
- I have spent time living outside the UK. If so, please state countries and dates.

I confirm that this information is true, complete and accurate and may be checked and confirmed with the CRB.

**Name** (please print):

**Signed:**

**Date:**

The information contained in this form will be shared ONLY with nominated representatives of Pathway Project. It will be stored according to Pathway Project's Policy Statement on Secure Storage, Handling Use, Retention & Disposal of Disclosures and Disclosure Information, a copy of which can be obtained from Hayley Cliff on 01543 442610

*Please return this signed document to:*

Hayley Cliff, Deputy Director, Pathway Project  
Hope Centre, 71-73 Upper St John's Street, Lichfield, Staffs, WS14 9DX

**Office Use Only:**

Date Self Disclosure received:  
ACTION TAKEN?:  
Date Disclosure received:  
Date Suitability Confirmed:  
Date ID Badge requested:  
Date ID badge Issued:

Initials:  
Initials:  
Initials:  
Initials  
Initials