

DO NOT OPEN

TO THE DEPOT:

**ON RECEIPT OF THIS DOCUMENT PLEASE ENSURE
THIS SEALED DOCUMENT IS UNOPENED AND IS SENT
TO:**

**The Human Resources Department
West Midlands Special Needs Transport
Head Office**

Criminal Records Bureau Process

Data Protection Act 1998-The information provided on this form is collected in compliance with the above named Act and will be used to check your eligibility to work with children and vulnerable adults. The resulting CRB check and form will be retained for six months.

Declaration of Criminal Convictions-

All information provided on this form will be entirely confidential and will only be considered in relation to this application in compliance with West Midlands Special Needs Transports Recruitment Policy.

West Midlands Special Needs Transport is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment'.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975- does not allow individuals with access to children and young people under the age of 18 years, or vulnerable adults, the right to withhold information regarding their criminal record. This means that any criminal convictions, including cautions and warnings, for any offence (not just those involving children) which for any other purposes are 'spent' under the provisions of the Act must be declared.

Failure to disclose any convictions, cautions or warnings, could result in dismissal should it subsequently be discovered.

Applicants Details

Title:	Forenames:	Surname:
Address:	Daytime Tel Number:	
	Evening Tel Number:	
	Mobile Tel Number:	
	Email Address:	
Postcode:		

Please tick the boxes relevant to each statement and sign and return this form with your application form.

I declare that I am not on List 99, Protection of Children's Act List (PoCA), Protection of Vulnerable Adults List (PoVA) or disqualified from working with children or subject to sanctions imposed by other regulatory body.

Signed: _____ **Date:** _____

I can confirm that I have no convictions, cautions or bind overs.

Signed: _____ **Date:** _____

Declaration

I understand that the Rehabilitation of Offenders Act 1974 does not apply by reason of the Exception Order 1975, and that any convictions including cautions and warnings must be disclosed, including those considered 'spent'. Please detail all convictions, cautions and warnings you may have. If you do not have any convictions, cautions or warnings please write 'NONE' in the box below.

Date	Type of Offence	Sentence

I have read and understand the need to disclose all convictions, cautions and warnings that I may have, including those that are deemed have been 'spent'.

Signed _____

Date: _____

For any advice of information on the above you can contact the Human Resources Department directly on 0121 327 8128. You can also contact the Criminal Records Bureau directly on 0870 90 90 811 and find further information on their web site www.crb.homeoffice.gov.uk.

This form must be completed and returned together with your Application Form to the Recruiting Officer.