**THANET DISTRICT COUNCIL - Declarations Form**

**(CONFIDENTIAL - PLEASE USE BLOCK CAPITALS)**

| Position / Post: | | | |
| --- | --- | --- | --- |
| **PERSONAL INFORMATION** | | | |
| Title:  Forename(s):  Surname: | | Email Address: | |

| **COMPLETION OF APPLICATION FORM** |
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The Council is seeking to ensure that it appoints the right candidate to the job and that applications for employment are treated in a fair and consistent manner. The various sections of this form asks for information that is necessary to ensure that this has been achieved.

Candidates **MUST** fully complete all sections of the application form in sufficient detail to ensure that the application form can be properly evaluated. If you do not complete the form fully, you run the risk that your application will not be processed further. You can, of course, support the application form with additional information.

| **DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?** |
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**YES / NO**

| **Criminal Convictions** |
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To comply with legal obligations and for reasons of substantial public interest (preventing or detecting unlawful acts, protecting the public against dishonesty) the Council requires you to self disclose relevant information regarding your criminal record. If you have a criminal record, this will not automatically debar you from employment. Instead, each case will be assessed fairly on a case by case basis and we will consider the nature of the offence, how long ago it was committed and any other relevant factors.

**Have you any spent or unspent\*\* cautions/convictions/reprimands/final warnings?\***

**YES / NO**

\*\*Whether you are required to disclose only unspent or both spent and unspent cautions, convictions, reprimands or final warnings, will depend on whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (Amendment) (England and Wales) 2013 (for clarification as to whether the post you are applying for is exempt or not, please refer to the job description and advert documentation).

If the post you have applied for is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (Amendment) (England and Wales) 2013:

- You must disclose details of any spent or unspent cautions, convictions, reprimands or final warnings.

- For the avoidance of doubt, this includes those which would normally be considered spent under the Act.

For all other posts:

- Only unspent cautions, convictions, reprimands or final warnings need to be disclosed.

- You should tick 'no' if any convictions are protected (or filtered out); and / or have become spent as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013.

**If Yes, please specify details below.**

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Appointment to some posts may be subject to the successful candidate obtaining a satisfactory standard or enhanced disclosure from the Disclosure and Barring Service (DBS) and may require a children or adults barred list check (refer to the job description and advert documentation as to whether this is relevant to the post you are applying for). More information regarding DBS can be found at the Disclosure and Barring Service website [www.gov.uk/dbs](http://www.gov.uk/dbs). For further information on DBS filtering rules go to [DBS filtering guide](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide). For a list of offences which will never be filtered from a DBS, please go to [DBS list of offences that will never be filtered](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check).

I declare that the information provided on this application is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at this organisation.

**YES / NO**

| **ARE YOU RELATED TO ANY MEMBER OF THIS AUTHORITY?** |
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**YES / NO**

If **YES**, please give details. Canvassing of members of the Council shall disqualify the candidate for the appointment.

| **DECLARATIONS** |
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I declare that the details given in this application are correct to the best of my knowledge and belief, and that I may be required to provide documentary evidence to substantiate certain information (e.g. birth certificate, examination certificates, etc.) I understand that giving false information will disqualify me from being appointed or, if appointed, may result in dismissal.

**YES / NO**

| **SIGNED:** | \* | **DATE:** |  |
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**Please return your completed application form, with your C.V and covering letter to colin.carmichael@thanet.gov.uk**