

Self Declaration form

The course you have applied for requires an Enhanced Disclosure through the Disclosure and Barring Service (DBS). As the type of placement in this course is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules.

A person's criminal record will not in itself automatically result in a decision of unsuitability for the course. Suitable applicants will not be refused because of offences which are not relevant to, and do not place them at or make them a risk in, the professional course for which they are applying.

Applicants are encouraged to disclose any cautions or convictions at an early stage in order to explore the situation in depth and should be helpful to applicants who may be worried about the potential impact of any cautions or convictions on suitability for the course.

Any information given will be treated in the strictest confidence though we may have to report information provided to the relevant Regulatory body or to the police in line with our legal responsibilities.

Please note that any discussion that takes place as a result of self declaration is for guidance only and will not result in a decision regarding a place on the course. Final decisions regarding suitability (and therefore the offer of a place) will take place only at the end of the DBS application process and on full consideration by the DBS panel. Applicants who have any cautions or convictions are strongly encouraged to complete the DBS application as soon as requested so that this final decision can be made at the earliest opportunity.

Personal details to be completed by all applicants (note – you should only complete and return this form if you have something to declare)

Applicant's Full Name:

Student ID or UCAS Personal ID number:

Date of Birth:

Course(s) applied for:

Applicant Self Declaration – Please provide details below of any cautions or convictions, you may wish to provide some background context to aid discussion.

DECLARATION

I declare that the information provided on this form is correct.

I understand that at this stage, I will be provided with guidance only, not a final decision regarding suitability.

I understand that an offer of a place may be withdrawn if information is not disclosed by me and subsequently comes up on the DBS Enhanced Disclosure.

Signed

Date

Please return this self declaration form directly to dbs@leedstrinity.ac.uk