

Strictly Confidential
Criminal Record Declaration Form

To be completed by all applicants who have declared on their Application Form or at interview that they have a criminal record. If appointed, information supplied will be held on your Personnel File at Head Office and treated as strictly confidential. If you are not appointed your information will be held securely, in accordance with Field Studies Council Policy on the Retention of Recruitment & Selection documentation, for a maximum period of twelve months.

Name:

Position Applied For:
At:

Do you have a Criminal Record? (tick as appropriate)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
--	-----	--------------------------	----	--------------------------

If 'Yes', please give details below:

If you have a Criminal Record, does this relate to the Children's Barred List? (tick as appropriate)	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

Signed:	Date:
---------	-------

As the work of the Field Studies Council involves children and young people, we have a duty to do our best to ensure their welfare in accordance with our Safeguarding policy. Disclosure & Barring Service (DBS) checks are undertaken in accordance with the Field Studies Council post classification as defined in the Field Studies Council Code of Conduct. All staff must therefore ensure they meet the relevant acceptance criteria for their post on appointment and during their employment.

Note: Where any reference is made to the Disclosure and Barring Service (DBS) or checks then the devolved nation equivalents are used for positions in Scotland or Northern Ireland.

Completed forms to be sent to:
Strictly Confidential, HR Department, Field Studies Council Head Office, Preston Montford,
Shrewsbury, SY4 1HW