



DISCLOSURE & BARRING SERVICE (DBS)DISCLOSURE

Rehabilitation of Offenders Form

Under the terms of the Rehabilitation of Offenders Act 1974 Bournemouth University, as a prospective employer is entitled to ask any applicant invited for interview to disclose information about any conviction which is not "spent".

Having a criminal record will not necessarily prevent you being employed at Bournemouth University. This will depend upon the nature of the post and the circumstances and background to the individual's offences.

Please Answer this Question

Have you ever been convicted of a criminal offence which under the provisions of the above act is not "spent"? YES/NO (please delete as appropriate)

If "YES", please enclose details separately and confidentially to;

Human Resources Manager
Human Resources
Bournemouth University
6th Floor Melbury House
1-3 Oxford Road
Bournemouth
BH8 8ES

For certain posts, any offer made will be subject to a Disclosure from the Disclosure & Barring Service. If you are offered a post which has been assessed as requiring a Disclosure, you will be asked to complete the relevant DBS application. The Disclosure will advise us of any court convictions, cautions, reprimands or warnings you have had no matter how long ago they happened.

Referees named in your application will also be advised that they are at liberty to make reference to any relevant police record.

Please note that the information you provide on this form will be treated confidentially, and for this post only.

I certify that my response to the above question I have given is correct and I understand that should I make an incorrect statement or willfully conceal any information on my convictions, I will, if appointed be liable to dismissal.

Signature.....Date.....

Name (print).....Post Applied for.....

PLEASE RETURN THIS FORM PRIOR TO YOUR INTERVIEW TO

**HUMAN RESOURCES
BOURNEMOUTH UNIVERSITY
MELBURY HOUSE
1-3 OXFORD ROAD
BOURNEMOUTH
DORSET
BH8 8ES**