

Merton Mencap

DBS Self-Disclosure Form

For roles involving working or volunteering with children and/or vulnerable adults

The Rehabilitation of Offenders Act 1974 allows Merton Mencap to ask about criminal backgrounds of people applying for employment or voluntary roles. This is because the work is with children and/or vulnerable adults.

You must disclose your criminal background here and it will be a condition of working for with us that you apply for an enhanced disclosure from the Disclosure and Barring Service

You must list on the attached form details and dates of spent and unspent convictions, cautions, reprimands and final warnings. You must also list below other relevant non-conviction information, such as police enquiries and pending prosecutions.

If you have none of the above to declare, please write “nothing to disclose” on the form.

Please sign the declaration at the end of the form, sign it, and return the form, marked “private and confidential”. We take confidentiality very seriously; only those involved in the recruitment decision will be informed about what is on the form.

Disclosure of offences does not automatically bar you from working for Merton Mencap. We welcome applications from people with a variety of backgrounds. Criminal records will only be taken into account where the conviction is considered relevant to the position. If you have a criminal record, you are welcome to attach further information you think may help our understanding and decision making.

Before you are able to start work with us, you must bring your completed DBS check, which will arrive in the post to you, to the Merton Mencap Offices to confirm the information shown on this. Merton Mencap does not get a copy of your DBS. Your copy is the only copy.

DBS Applicant Information

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Title (Mr/Mrs/Miss/Ms): _____ Surname/family name: _____

First names: _____

Spent and unspent convictions			
Date	Place	Offence	Sentence
Cautions, reprimands & final warnings			
Date	Place	Details	
Non-conviction information (such as police enquiries, pending prosecutions)			

Declaration

I declare that all the particulars I have given are true and complete.

Signed: _____ Dated: _____