

Criminal Record Declaration form (ROA exempt posts)

Criminal Record Declaration for jobs exempt from the Rehabilitation of Offenders Act (ROA).

(for posts that require a standard or enhanced DBS check)

Name and
post

Full name

Post applied for

The [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended 2023\)](#) provides that when applying for certain jobs and activities, certain convictions and cautions are considered **exempt**. For posts which are exempt from the Act, all convictions, cautions, reprimands or final warnings which would appear on a DBS certificate should be disclosed, whether spent or unspent.

The level of the check required for this post is specified in the advert of the post you are applying for and will depend on the nature of the work.

Check if the job you are applying for requires a **Standard, Enhanced or Basic DBS application** before completing the declaration below.

For posts **exempt** from the ROA applicants are required to declare:

- all unspent cautions and convictions cautions
- all adult cautions and spent convictions that are not protected (that is, that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020)

Please fill in the following if the vacancy you are applying for requires a **Standard or Enhanced DBS check**.

Criminal conviction

1. Do you have any spent and/or unspent cautions or convictions?

[You can check if a conviction or caution is spent or unspent by visiting the gov.uk website \(opens in new window\)](#)

Yes

No

If **yes**, please detail below:

Date of conviction

The nature of the offence

The sentence

2. Do you have any adult spent and/or unspent cautions or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?

Yes

No

If **yes**, please detail below:

Date of conviction

The nature of the offence

The sentence

Declaration:

Declaration

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