

# CRIMINAL RECORD SELF DISCLOSURE FORM



<b>Name:</b> <b>Student number:</b>	<b>Date of birth:</b>
<b>Course:</b>	<b>Date of completing form:</b>

As part of the University of Cumbria DBS clearance process, you are required to complete this form (both pages) **only if** you have certain types of criminal record to declare.

Certain offences will not be shown on a DBS check (will be 'filtered') after defined time periods. Such offences become known as 'protected' offences and you are not required to disclose these.

Please see <https://www.cumbria.ac.uk/applicants/offers/dbs-information/> for full guidance on what you need to disclose to us.

## **Important points to note**

- If you received a custodial sentence for a conviction (even if not served), this will never be filtered.
- Certain more serious offences are never filtered, regardless of time elapsed. This includes Assault Occasioning Actual Bodily Harm (ABH), even if this resulted in a caution. You can view the full list of these 'Offences never filtered' at <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>
- You must include motoring offences (e.g. drink driving) that fall within the designated time frames, but do **not** include speeding or parking fines, unless the speeding fine was received in Scotland.

## **Declaration**

- I undertake to advise the DBS Team of any change to the information given here which might occur in the period between my submission of this form and my start date on course.
- I declare that the information given on this form is true and complete.

If you have questions or concerns about what you may need to disclose; are unsure or need help, please contact the DBS Team at [dbs@cumbria.ac.uk](mailto:dbs@cumbria.ac.uk); 01228 242928/242914.

## **Submitting the form**

Once you have given details of the offence(s) on the next page, please return the form by email to [dbs@cumbria.ac.uk](mailto:dbs@cumbria.ac.uk)

**Details of offence(s)**

Please provide **full** details as indicated below, including a satisfactory & clear account of the circumstances surrounding the offence(s). If you need more space, please include a separate sheet or covering letter. A lack of information or explanation will result in a delay in the University of Cumbria being able to consider your suitability, as we will have to contact you for further details. This could in turn affect your registration on course.

<b><u>Date of Offence(s)</u></b> -please estimate month & year if unsure	<b><u>Name of Offence(s)</u></b> (e.g. Theft; Assault-please include type/class of assault)	<b>Please provide:</b> a) an account of the context/surrounding circumstances (i.e. what led to the incident and how it came about; where you were; who else was involved etc.) b) an <i>explanation</i> for the offence(s) (i.e. why you acted as you did)	<b><u>Outcome</u></b> Please state whether conviction; caution; etc. & <u>date</u> received	<b><u>Penalty (if offence was a conviction)</u></b> If imprisonment: state length of sentence; Fine: state how much; Community Orders: state length of Order