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| --- |
| **Disclosure of a Conviction**  **Please work this through for each conviction you have separately** |

Was the conviction more than 11 years ago?

No

No

Yes

Is the conviction currently ‘spent’ under the Rehabilitation of Offenders Act 1974\*?

Yes

You should disclose the conviction and any other convictions received at the same time on the self-disclosure form if invited to interview.

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Yes

Is the conviction for an exempt offence? https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check

No

Did you receive a custodial sentence?

No

Yes

No

Were you under the age of 18 at the time of the court decision?

No

Was the conviction more than 5 ½ years ago

You should disclose the conviction/s in a sealed envelope and submit this with your application.

Yes

Yes

**Do Not Disclose**