

IMPORTANT

Additional guidance to be issued to all Disclosure applicants

Before completing the Disclosure application form please:

- Read the accompanying guidance booklet
- Ensure you use BLACK ink only
- Section D - 5 year address history. Please provide a **full** five year history ensuring you leave no gaps or overlaps. For example if you moved house on 31 August, 2004 the date you left the original address should be entered as 08/2004, and the date started living at your new address should be entered as 08/2004. If 09/2004 is used the CRB will register a one month gap in address history and the form will be rejected. Please use the continuation sheet if required.
- Identification documentation - please refer to the inside page of the guidance booklet, however, please be aware that Human Resources require a minimum of the following. Evidence of:
 - name at birth and date of birth (please provide birth certificate)
 - any change in name documentation
 - present address on a document not more than three month old.
 - where-ever possible please also provide photographic likeness e.g. a passport or photo driving licence.

- If you have spent or unspent convictions, cautions, warnings or reprimands:

The Rehabilitation of Offenders Act 1974 gives an individual the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children. The Disclosure you have applied for will contain details of **all** previous convictions, cautions, warnings or reprimands. A criminal record does not necessarily bar you from working in the position you have applied for. However, so that a decision does not delay the date you start in post please provide written details of any convictions, cautions, warnings or reprimands to the address below as soon as possible. This should include the nature of the offence, relevant dates of the offence / decision of the court and any background information relating to the offence e.g. what actually took place, any reasons for your actions at the time and if drugs were involved the type and amount concerned and whether they were for personal use or not.

Please write to:

Disclosure Team Leader
Employee Services - Human Resources
County Hall
Taunton
Somerset
TA1 4DY