



## Guidance for applicants – disclosure of criminal convictions

All applicants for roles eligible for a Disclosure and Barring Service check are required to complete a self-declaration of criminal convictions form which will require you to declare spent and unspent criminal convictions. Some convictions may have been filtered from your record in which case you will not need to declare any filtered (protected) convictions.

You will be advised which type of disclosure check you will be required to undertake for the role you are applying for. A summary of the information that will be revealed through the DBS check process is given below:

| Information that may be included                                 | Basic Disclosure | Standard DBS check | Enhanced DBS check | Enhanced and barred list DBS check |
|------------------------------------------------------------------|------------------|--------------------|--------------------|------------------------------------|
| Unspent convictions                                              | ✓                | ✓                  | ✓                  | ✓                                  |
| Spent conviction (that are not protected)                        | X                | ✓                  | ✓                  | ✓                                  |
| Cautions, reprimands and final warnings (that are not protected) | X                | ✓                  | ✓                  | ✓                                  |
| Police intelligence                                              | X                | X                  | ✓                  | ✓                                  |
| Inclusion on the children's barred list (where requested)        | X                | X                  | X                  | ✓                                  |
| Inclusion on the adults' barred list (where requested)           | X                | X                  | X                  | ✓                                  |

To ensure transparency, It is important that you should self -disclose the same information which will be revealed through the DBS check process.

Should you have any doubt about which cautions, reprimands, final warnings, spent and unspent convictions to declare, please phone Nacro (National Association for the Care and Resettlement of Offenders) helpline on 0300 123 1999 or email: [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) to seek confidential advice. <https://www.nacro.org.uk/>

Alternatively you may contact Unlock on 01634 247350 or email [advice@unlock.org.uk](mailto:advice@unlock.org.uk)  
<http://www.unlock.org.uk/>