

**DECLARATION OF CRIMINAL CONVICTIONS**

For the purposes of the initial application and on enrolment to a programme, The Cornwall College Group asks for declarations of unspent criminal convictions. We do not ask for information about spent offences (as defined by the Rehabilitation of Offenders Act, 1974) unless the course requires a Disclosure and Baring Service (DBS) Enhanced check, in which case further discussions are undertaken at interview (this does not include offences that would be filtered from a DBS Certificate). In accordance with the College’s Data Protection Policy all sensitive/personal data that the College collects in relation to criminal convictions is done fairly, stored/destroyed securely and not disclosed to any third party unlawfully. Please note that having an unspent conviction(s) in most cases is not a bar to studying at College and as such we consider each application on its merits.

\*For guidance on when convictions become spent, please contact NACRO or visit <https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/#disclosing>

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| I can confirm that I do have an unspent criminal conviction (please tick):  (if this is the case please **complete the following** and return this form marked Private and Confidential to [michelle.souter1@cornwall.ac.uk](mailto:michelle.souter1@cornwall.ac.uk)) |  |
| Full Name: |  |
| Date of Birth: |  |
| Address:  Telephone Number:  Email address: |  |
| Programme applied for: |  |
| Please specify the nature (and dates) of your unspent conviction:  Please give details (if known) of your Probation or Youth Offending Officer  Name:  Telephone Number: |  |
| Your Signature: |  |

***If the above does not apply to you there is no requirement to return this form.***