



## Written Statement Regarding Declaration of Criminal Convictions

### About this statement:

This pro-forma must be completed in FULL as this is used to inform the CRRP's (Criminal Record Review Panel) decision. Full information about the nature of the offence, date of the offence, context of what happened at the time and what lessons have been learnt as a result must be given. Failure to complete the form fully can result in rejection from the course. This decision is final and not open to appeal.

### Criminal Convictions (Including DBS - Disclosure & Barring Service - formerly CRB)

Have you ever been convicted, cautioned, bound over or do you have a conviction pending in any respect of any criminal offence?

Yes  No

If **YES**: please provide a written statement outlining fully the nature of the offence. The following headings should be addressed in full:

- 1. Date and nature of the offence. Please include age when the offence was committed and the age of the victim (where relevant):**
  
- 2. The date of conviction/caution/reprimand/warning, conviction court, and sentence imposed or nature of any conviction pending in relation to all offences:**
  
- 3. Whether the offence is an isolated incident or part of a pattern of offending or contact with the police:**



**4. Please give information regarding the context at the time of the offence:**

**5. Please give information regarding the lessons that have been learnt as a result:**

Please sign declaration below.

**Note:**

1. Applicants are advised under the provision of the Rehabilitation of Offenders Act 1974, (Exceptions) Order 1975 and the Police Act 1997 that a person should declare ALL convictions where working with vulnerable adults or children.
2. The information provided will be treated as strictly confidential and will be considered only in relation to this application for training.
3. Applicants to our MSc and BSc Psychotherapy and Counselling programmes are advised that this pro forma forms a part of the process of full disclosure during the application and interview process **and** will be forwarded to the CRRP for consideration.
4. The responsibility to disclose a criminal record rests with the applicant. Applicants who fail to disclose a conviction and whose subsequent DBS check reveals undisclosed convictions, cautions, reprimands and/or warnings may have their offer withdrawn, or their registration terminated.

**Declaration**

**By signing below you are declaring that all the information you have provided in the completion of this application form is correct.**

**Name**

**Course**

**Signed:**

**Date:**

**Upon completion of this form:**

The personal statement must be forwarded to the *Programme Leader* via the *Marketing & Recruitment Coordinator* within 3 working days in an envelope, marked 'confidential' *for the attention of the Programme Leader for consideration by the CRRP*, SPTI, Thiskney House, 2 St James's Terrace, Nottingham, NG1 6FW. Please also include the Programme title.