

Objective Assessment for Disclosure of Criminal Conviction for an Applicant

Job Title:		Department:		Disclosure Number:	
Current staff or job applicant?		Initials:		Disclosure Date:	

			Additional Notes	Risk Assessment		
Did the applicant disclose past convictions prior to the CRB check being processed?	Yes	No		<ul style="list-style-type: none"> ▪ If NO - High ▪ If NO but mitigating circumstances – Medium ▪ If YES - Low 		
What was the offence?				High Murder, manslaughter, rape/serious sexual offence, GBH/serious acts of violence, Class A drug related, Drink driving (IF role related)	Medium Robbery, burglary, theft, deception, fraud, drunk & disorderly, criminal damage	Low Other drink driving offences, vandalism
What was the sentence?				High Custodial	Medium Suspended, community, conditional discharge	Low Warning, caution, reprimand, fine, absolute discharge
When was the offence committed?				High >3 years	Medium <3 >10 years	Low 10 years +

			Additional Notes	Risk Assessment		
Is the type/nature of the offence directly relevant to the position?	Yes	No		High Yes	Medium Some link between offence and position	Low No
Is there a pattern of specific offences?	Yes	No		High Yes	Medium Some instances	Low No pattern
Have the police, NACRO or Court been contacted to seek advice?	Yes	No	If no do not complete risk assessment for this question.	High Contact made and declared unsuitable	Medium Contact made and some reservations shared	Low Contact made and guidance given to proceed.
Is the conviction spent?	Yes	No	Guidance on spent convictions at yourrights.org.uk	High No	Medium No	Low No
Was the offence committed whilst in employment?	Yes	No		High Yes	Medium Some link with an employment situation	Low No

			Additional Notes	Risk Assessment		
Has the recruiter received references?	Yes	No				
If answered yes to the question above, how do the referees rate the applicant's suitability for this post?	Yes	No		High Referees declare applicant unsuitable	Medium Referees share some reservations	Low Referees declare applicant suitable
Does the applicant offer any reasonable mitigating circumstances?	Yes	No		High No	Medium Some mitigating circumstances	Low Yes

Outcome of risk assessment – Total number for level of risk	Number of High	Number of Medium	Number of Low

Form prepared by:		Date:	
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Decision made by the HR Director/Assistant Director - Declaration

On consideration of this assessment, it is believed that the applicant does / does not constitute a risk for the following reasons:

Therefore, the applicant should / should not be offered this position.

Signed:		Date:	
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