

**Confidential****For Human Resource Management Use Only****Criminal Convictions**

The post for which you are applying is exempted from the provision of section 4(2) (a) and b of The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (SS1 2003/231) (as amended). Applicants are, therefore, not statutorily entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act.

Failure to disclose such convictions could result in dismissal or disciplinary action by the College if details of such convictions subsequently come to light. Any information given will be completely confidential. Please enclose this form in the envelope provided.

The successful candidate will be asked to complete a Disclosure Scotland form before they commence employment, which will then be processed by the Scottish Criminal Record Office.

Please give details of any prosecutions for which you have been found guilty. If none, please state 'NONE'.

Date	Details of Offence(s)	Sentence

DECLARATION

I declare that, to the best of my knowledge, the information given in this application is true and correct.

Signature:

Date:

Please return this form with your application form to the Administration Manager, Newbattle Abbey College, Newbattle Road, Dalkeith, Midlothian EH22 3LL in an envelope marked "confidential."