

Standard Student Suitability Declaration Form

The University of East London is committed to providing a safe environment for staff and students, including children and vulnerable adults accessing the University's activities and services. As part of our duty of care, the University requires applicants who have accepted a place at the University to be honest, open and to disclose their status regarding any relevant and unspent criminal convictions appropriately and in accordance with the University's policy.

A conviction does not automatically debar applicants from the course, and we will seek further information about the circumstances to make an informed and considered judgement about a candidate's suitability in such instances. If you answer 'YES' to any of the questions, you will be contacted by Safeguarding Officer who will seek further information about your circumstances and may make other relevant inquiries to colleges and former employers to enable an informed decision to be made about your application. At this stage, you can make further representations in writing, and you may be invited to discuss your application directly with the Head of Admissions.

Please complete this form fully.

Full name		Date of Birth	
Contact number (Home)		Contact number (Mobile)	
Email address			

Previous name(s) and address(es) from the last five years		
NAME	ADDRESS	DATE mm/yy (From and to)

GUIDANCE NOTES FOR CRIMINAL CONVICTION CHECKS DECLARATION FORM

1. You must complete this form if you have an unspent criminal conviction relating to a relevant offence once you have accepted a place on a course at the University.
2. If you have been convicted of a criminal offence, or disclose a pending court appearance or current charge:
 - a) Any details that you provide will be treated in the strictest confidence and will not automatically exclude you from being considered for this or any course.
 - b) We may wish to ask you about any disclosures during your individual interview.
3. The amendments to the Rehabilitation of Offenders Act 1974 provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. For details see [DBS \(Disclosure and Barring Service\) website](#).
4. You must provide information on convictions within the armed services, outside the United Kingdom.

Please note:

- **Having a criminal conviction does not automatically bar you from entering the course but it does depend on the nature of the offence and when it occurred**
 - **If information later comes to light that is not declared now, this may lead to withdrawal from the course**
 - **We will need to be informed of any matters arising after the date of this declaration (work related disciplinary matters and protection of children and people who use services or criminal charges/caution)**
5. Please share any important documentation such as court summons, case summary, references to support your statement.

I have read and understood this:

Signature		Date	
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PART A: Relevant and Unspent Convictions

a) Have you ever been convicted of any kind of violence including threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
b) Have you ever been convicted of any sexual offences, or offences relating to harassment or stalking?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
c) Have you ever been convicted of any offence relating to the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
d) Have you ever been convicted of any offence relating to firearms, explosives, knives, or other weapons?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
e) Have you ever been convicted of any offence involving arson?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
f) Have you ever been convicted of an offence relating to terrorism?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If you answered YES to any question above, please supply the following details:			
DATE	COURT	FULL DETAILS OF OFFENCE/ORDERS	SENTENCE/OUTCOME

UEL complies with the requirements of the Data Protection Act 1998, and the General Data Protection Regulation 2018, and all information disclosed will remain strictly confidential.

PART B: Declaration

<p>I certify that:</p> <p>I have read the Guidance Notes and have not withheld information that may affect my application for appointment. I agree to inform the University of any matters relating to criminal charges/convictions, work related disciplinary matters and protection of children and people who use services that arise after the date of this declaration. I understand that false information or omissions will lead to dismissal. Information supplied above may be verified by the University.</p> <p>I consent to the information which I have provided on this form being used by University of East London in the safeguarding decision-making process.</p>			
Signature		Date	