# **APPENDIX 3 – Record of consideration of disclosure of criminal record**

(To be completed by the Hiring Manager/ Line Manager in the first instance and then passed to the HR Partner)

Panel Members:

|  |  |
| --- | --- |
| Hiring Manager / Line Manager |  |
| Head of School or Department |  |
| HR Partner |  |
| Director of Human Resources |  |

|  |  |
| --- | --- |
| Individual’s name |  |
| Job role |  |
| Details of Conviction:  Including the explanation provided by the individual either verbally or as a written statement. |  |
| What is the length of time since the offence was committed? |  |
| Has the individual re-offended and is there a pattern of reoffending? |  |
| Was the offence disclosed by the individual before the DBS application process? |  |
| Are there any degrees of risk posed to students, colleagues, or, where relevant, service users? |  |
| Details of the individual’s employment record: |  |

|  |  |
| --- | --- |
| Date of panel meeting |  |
| Outcome of panel meeting |  |

|  |  |
| --- | --- |
| Signed by Director of HR: | Date: |