

## **South West College Criminal Records Disclosure Form (CRD Form)**

**South West College aims to ensure that anyone who make a disclosure of a criminal record will have access to a fair admissions process while preserving the College's duty of care to the entire student and staff community.**

South West College actively promotes equality of opportunity for all and welcomes applications from a wide range of applicants including those with a criminal record. Having a criminal record will not prevent an application from being considered by the College nor will the information disclosed necessarily prevent a person from studying the course of their choice.

### **Instructions for Completing this Form**

Please complete this form as fully and as accurately as possible, using black ink and block capitals. If you miss out any sections, we will not be able to process your form straight away, and this will delay your application. You should read the accompanying "Guidance Notes for Applicants Making a Criminal Record Disclosure" when completing this form.

**Everyone completes Part A of this form** which asks for basic information about you,

**Everyone completes Part B of this form** to provide details of your criminal record.

**Only those applying for a course in any area which is regulated completes Part C of this form**

**It is optional but advisable to complete Part D of this form** which gives you the opportunity to set the context of any criminal history you disclose. This will allow us to risk assess your application as fully as possible.

**Everyone completes Part E of this form** taking notice of the declarations and consent you are signing

### **Instructions for Returning the Form**

Put your completed form inside an envelope marked "**Confidential - for the attention of the Designated Safeguarding Lead**". Seal the envelope, put it inside another

envelope and send it to:

**South West College Erne Campus  
1Cornagrade Road  
Enniskillen  
Co.Fermanagh  
BT74 6DU**

The information you give on this form will be handled confidentially by the College's Disclosure Panel and in line with Data Protection legislation. As soon as the Disclosure Panel has made a decision on your suitability to attend the College, we will write to you to let you know the outcome.

## Part A

Your name:

Your address:

Your mobile telephone no:

Your date of birth:

Course(s) applied for:

If you would like the support of a Student Wellbeing Officer while studying at the College, please tick here.

## PART B

Everyone completes this section with any details of unspent convictions:

<b>What was the conviction for?</b> <i>eg shoplifting, common assault etc.</i>	<b>When were you given it?</b> <i>eg 2004</i>	<b>What was the outcome?</b> <i>eg probation order, custodial sentence etc.</i>
1		
2		
3		
4		
5		
6		
7		
8		
9		

Continue on a blank page if necessary - write your name on it, and attach it to this form.

## PART C

Complete this section if you are applying for a course to work in an area which is classed as 'regulated activity'. Please include anything which could be revealed in an AccessNI Disclosure Check ie spent and unspent convictions, cautions.

<b>What was the charge for?</b> <i>eg shoplifting, common assault etc.</i>	<b>When were you given it?</b> <i>eg 2004</i>	<b>What was the outcome?</b> <i>eg probation order, custodial sentence etc.</i>
1		
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Continue on a blank page if necessary - write your name on it, and attach it to this form.

## **PART D**

**This section is your opportunity to explain the circumstances surrounding your convictions and provide a balanced view on you as a whole person.**

Please give relevant details about the circumstances under which you came to have this criminal record(s).

<b>The disclosure</b>	<b>Your comments/explanation of the circumstance surrounding</b>
<b>Eg PART B item 1</b>	
Identify item	
Identify item	
Identify item	

### **Provide any other information you wish to support your application or**

Please feel free to attach a separate disclosure statement. Advice on how to do this can be obtained from NIACRO's disclosure service.

## PART E

Please give us the full name, job title, telephone number and address of someone we can contact for more information to support your application. This person will be in the criminal justice system such as a police officer, social worker or probation officer. We will use this information only if we need it to assess your suitability for the course you have applied for.

### Declaration

I give consent to South West College to process the information I have given on this form for any purposes connected with my studies, for my health and safety or that of others while on College premises, or for any other legitimate reason. Please tick here if you agree

I agree to South West College's Disclosure Team contacting the person named above for information about my offending, as part of the risk assessment process to ascertain on my suitability to attend the College. Please tick here if you agree

I certify that the information I have given on this form is correct and that a false statement or an omission of relevant information my result in my offer to study being refused or withdrawn.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

If someone else has filled in this form for you, please print their full name, position and organisation below.

Their name: \_\_\_\_\_

Their position: \_\_\_\_\_

Their organisation: \_\_\_\_\_