

# Disclosing convictions to an employer

'What do I need to disclose for what job?'

Use this form to keep a record of your convictions/cautions and when they will become spent, to help you when applying for jobs, volunteering or education.

## About your convictions

Date of caution or conviction	Your age when convicted	Details of caution/conviction	Sentence/disposal received

## Unspent cautions and convictions and basic DBS checks

If you're applying for a job which is covered by the Rehabilitation of Offenders Act and which requires a basic DBS check, you do not need to disclose any cautions or convictions which are [spent](#). You will need to disclose your unspent cautions and convictions. These are:

Details of unspent caution/conviction	Date it will become spent

## Standard and enhanced DBS checks

If you're applying for a job which is exempt from the Rehabilitation of Offenders Act (for example working in the security industry, traffic warden, as a nurse, teacher etc.) your employer will usually carry out a standard or enhanced DBS check. You will need to disclose any cautions or convictions which are [not currently eligible for filtering](#) (often referred to as 'protected'). These are:

Details of spent/unspent caution/conviction eligible for filtering	Date it will be filtered

Some cautions and convictions [will never be filtered](#) – for example violent or sexual offences – and will always need to be disclosed to an employer. These are:

Details of spent/unspent caution/conviction that will never be filtered

The information set out above is based on information provided by you on [.....].

*Any cautions/convictions which have not been disclosed or further cautions/convictions which you receive after the above date may affect the information given and we recommend you seek further advice.*