

This form will be separated from the rest of your application and will not be used for short listing or selection purposes.

The National Library of Wales undertakes security checks on all successful applicants. Please complete all sections of this form in block capitals and then sign and date the declaration below.

Surname			
Surname at Birth (if different)			
Forename (s)			
Gender (please circle)	M	F	Date of Birth
			DD MM YY
Place of Birth			
Nationality (current)			
Nationality at Birth (if different)			
Home Address			
	Postcode		
Current Occupation			
Post applied for			

(NB. Posts that include access to children / vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. Please see below).

Have you ever been convicted of an offence (other than a parking offence), either in a UK court, abroad or at a court martial and which is not yet spent under the Rehabilitation of Offenders Act 1974?

- Yes  
 No

Are you currently on probation, conditional discharge or have you been bound over after being charged with any offence?

- Yes  
 No

Has any charge been brought against you and not yet been disposed of?

- Yes  
 No

CONFIDENTIAL

Have you been given a police caution at any time during the past 5 years?  Yes  
 No

Have you been found guilty of a disciplinary offence with a previous employer or been warned or dismissed in connection with your behaviour, performance or attendance record?  Yes  
 No

If you answer yes to any of the above questions, please provide full details below including dates and places of any hearing and the nature of any offence.

**Rehabilitation of Offenders Act 1974**

Posts that include access to children and/or vulnerable adults are exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that in addition to the requirement of all staff to declare offences and convictions that are current, staff applying for posts that include access to children and/or vulnerable adults are required to declare information related to convictions, cautions, reprimands and final warnings that have been spent. Applicants are not entitled to withhold this information and details should be declared below.

**All posts:**

Please give details of any offences, convictions, cautions, reprimands and final warnings that are current.

**Posts that include access to children/vulnerable adults (as specified in the job description):**

Please give details related to convictions, cautions, reprimands and final warnings that have been spent. Applicants for these posts should note that successful candidates will be required to provide an Independent Safeguard Authority (ISA) Certificate and/or Enhanced Criminal Records Bureau (CRB) Disclosure.

Signed: .....

Date: .....