

Criminal Record Declaration Form – PRIVATE AND CONFIDENTIAL

thebigword takes the issue of information security very seriously and has a duty to protect clients' assets (premises, systems, information or data). This obligation extends to its freelance interpreters. Since you are, or may become, such a person please complete the following form. The form may be completed electronically or printed out and completed by hand.

The information you give will be treated in strict confidence.

NOTE: If you choose to continue your registration as a freelance interpreter, you will be required to provide a copy of your **Standard** or **Enhanced Criminal Records Bureau disclosure**. The type of disclosure (Standard or Enhanced) depends on client requirements and will have been clarified in the initial stages of application.

If you are unsure of the type of disclosure required, or if you do not have a valid disclosure (issued within the last 3 years), contact interpreting.procurement@thebigword.com for further information.

Please complete all questions, print, sign and return the form to profile.update@thebigword.com

Surname:

Full Forenames:

Full Permanent Address:

Date of Birth:

1. Have you ever been convicted (i.e. found guilty) by a Court in any country of a criminal offence including a motoring offence, or been given a conditional caution that is unspent, or is there any action pending against you? As the role you are applying for is exempt under the Rehabilitation of Offenders Act (Exemptions) Order 1975, you are required to declare **all 'spent' or 'unspent'** cautions, reprimands, final warnings and convictions or fixed penalties and penalties for disorderly conduct.

YES

NO

If yes, please give details below.

2. Have you ever been convicted by a Court Martial or sentenced to detention or dismissal whilst serving in the Armed Forces of the UK or any Commonwealth or foreign country? As the role you are applying for is exempt under the Rehabilitation of Offenders Act (Exemptions) Order 1975, you are required to declare **all 'spent' or 'unspent'** cautions, reprimands, final warnings and convictions or fixed penalties and penalties for disorderly conduct.

YES

NO

If yes, please give details below.

3. Do you know of any other matters in your background which might cause your reliability or suitability to have access to government assets to be called into question?

YES

NO

If yes, please give details below.

If you answered 'YES' to any of the questions on this form, please give details below.

I declare that the information I have given on this form is true and complete to the best of my knowledge and belief. In addition, I understand that any false information or deliberate omission in the information I have given on this form may disqualify me for employment. I undertake to notify any material changes in the information I have given above, including any future criminal convictions, to the Interpreting Procurement department.

Signature:	
Date:	

Important: Data Protection Act (1998). This form asks you to supply "personal" data as defined by the Data Protection Act 1998. thebigword Interpreting Procurement department will protect the information which you provide and will ensure that it is not passed to anyone who is not authorised to see it.

By signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above. If you have any concerns, about any of the questions or what we will do with the information you provide, please contact the person who issued this form for further information.

Sponsoring Company: thebigword, Link Up House, Ring Road, Lower Wortley, Leeds, LS12 6AB

Please complete and return to profile.update@thebigword.com