

Goldsmiths Criminal Declaration by Applicant Form

Please ensure you have read the information on our website before completing this form:
<https://www.gold.ac.uk/apply/criminal-convictions/>

Completing the Form

This form has 3 sections:

Section A - Convictions which have been incorrectly declared on your application form

If you have indicated that that you have a criminal conviction on your application by mistake, please complete **Section A** below. If you have applied through UCAS or DfE Apply for teacher training you should contact them to amend your application.

Section B - Convictions which have been correctly declared

Please complete **Section B** giving full details of any convictions that are not considered 'protected' or 'filtered' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* (and all amendments). For these purposes a criminal offence excludes motoring offences for which a fine and/or up to three penalty points were imposed.

Section C – If you are subject to Licence conditions

Licence conditions are the set of rules prisoners must follow if they are released from prison but still have a part of their sentence to serve in the community. If you have Licence conditions which may impact your studies or your time as a Goldsmiths student, you must disclose this to us as soon as possible and prior to the commencement of your enrolment by completing **Section C**.

Section A – Declaration in error

Please complete this section if you have made a declaration in error. You do not need to complete section B or C.

If you declared a conviction in error, and in fact do not have any criminal convictions, or if all of your convictions are protected, please indicate this on the form below and return it with no further details – any declaration made in error for convictions will not be taken into account in any admissions decisions.

- I declared that I have a conviction in error or have a conviction which is protected. I do not have a conviction that needs to be declared.

Signed:

Date:

Section B – Criminal declarations by applicants where a conviction is not protected

Please complete this section if you have correctly declared a conviction

Please answer all questions as fully as possible.

- 1 Do you have any convictions, cautions, reprimands or final warnings that you need to declare? Please give full details below.**

	Description of offence	Date of offence	Sentence imposed	Sentence served (dates)	Name of court handing down sentence
1.1					
1.2					
1.3					
1.4					
1.5					

Please continue on a separate page if required

- 2 **Please use the space below to explain the circumstances of the offences listed above, including any mitigating circumstances you want us to be aware of. Please answer as fully as possible to aid the assessment process.**
- 3 **Please use the space below to provide a reflection on your actions, include details of your rehabilitation and any activities you have undertaken since (including work, volunteering or leisure pursuits) that demonstrate this. This is your opportunity to tell us about how you are moving forward with your goals. You may wish to include a report from the probation office if you were placed on probation or submit a recent character reference from a person who is unrelated to you but is able to comment on the circumstances of the offence(s), and/or your rehabilitation since.**
- 4 **An allegation or pending matter may be disclosed on an enhanced DBS certificate at the discretion of the police. If you are applying for a fitness to train programme please use this section to tell us about any pending cases you are currently going through.**

Section C – Criminal declarations by applicants where you are currently subject to Licence restrictions.

Please complete this section if you are under any Licence restrictions which may affect your enrolment or studies at Goldsmiths.

Please give full details of your restrictions and how this may impact your time as a student at Goldsmiths. Please include relevant dates and any ways in which Goldsmiths could support you to commence your studies.

Do you intend to apply to live in Goldsmiths run accommodation during your time as a student? Yes/No

Declaration: I hereby confirm that the information given on this form is true, complete and accurate and that no information requested or other material information has been omitted. I understand that a decision will be based on the information I have provided for the current year and course applied for. Any change to programme or year of entry may require a reassessment of this decision. The information provided will be checked against a DBS where one is required for entry to the programme and I will have the opportunity to explain any discrepancies. The outcome of the CDAP process is for admittance to Goldsmiths only and is not binding on any other organisation or employers.

Any information you have provided will be treated as confidential and will only be used as required within the institution in accordance with the policy, for example if you apply for College accommodation or certain work placements as part of your course. See the Goldsmiths Records Retention policy for details: <https://www.gold.ac.uk/data-protection/retention-implementation/>

Name:

Signature:

Date: