# **Disclosure of Criminal Convictions Form**

This form must be completed in full by the employer who has identified that an apprentice has a specified offence through disclosure on a standard or enhanced DBS certificate.

**Section 1: Employer Details**

|  |  |
| --- | --- |
| Full name: |  |
| Organisation representing: |  |
| Phone number: |  |
| Email: |  |

**Section 2: Apprentice details**

|  |  |
| --- | --- |
| Full name: |  |
| Address: |  |
| Phone number: |  |
| Email: |  |
| Please provide details of the apprenticeship you would like to undertake: |  |

**Section 3: Details of specified offence**

|  |  |
| --- | --- |
| Details of specified offence: |  |

**Section 4: Declaration**

|  |  |
| --- | --- |
| Employer signature: |  |
| Date: |  |