# **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:  |  |