CHECKLIST

Checking and Managing Your Criminal Record

- [ ] Apply for a basic DBS check to see what most employers will see
- [ ] Submit a subject access request to the police for your full record
- [ ] Confirm your conviction's spent date and rehabilitation period
- [ ] Check whether the role you are applying for is exempt from spent conviction rules
- [ ] Dispute any errors on your record with the police or DBS
- [ ] Keep copies of checks and replies in case disclosure is challenged later
- [ ] Answer application questions accurately based on what they ask for