CHECKLIST

Criminal Record Disclosure: Before You Apply

- [ ] Confirm with the employer what kind of check they will carry out and what disclosure they require
- [ ] Check the rehabilitation period for your conviction to establish whether it is spent
- [ ] Gather documentary evidence of your conviction date and sentence end date
- [ ] Read the job application question carefully and answer precisely what is asked
- [ ] If unsure, email the employer to clarify what information they need before you submit the form
- [ ] Keep copies of all correspondence about disclosure requirements
- [ ] If disclosure becomes a problem after you apply or start work, get legal advice promptly