CHECKLIST

Spent conviction checklist: what to do and when

- [ ] Work out your rehabilitation period from the date of conviction
- [ ] Request a basic DBS check once the period ends to confirm what employers will see
- [ ] Read job applications carefully for exemptions or enhanced check requirements
- [ ] Keep a record of your sentence so you can answer disclosure questions accurately
- [ ] Challenge any disclosure question if the role does not appear to be exempt
- [ ] Dispute incorrect or unfair information on a DBS certificate through the official process