

## CRIMINAL CONVICTIONS FORM – BA (HONS) SOCIAL WORK (JERSEY)

You are applying for the BA (Hons) Social Work (Jersey) degree that requires an Enhanced DBS check. In addition, on your University College Jersey (UCJ) application form, you may also have indicated that you have a criminal conviction.

You will need to complete this form and provide the details where prompted. You must refer to the Guidance Notes (below) prior to completing the form and you must complete ALL boxes and provide full information.

Please note that no convictions are considered spent under the Rehabilitation of Offenders (Exceptions) (Jersey) Regulations 2002 when working with vulnerable adults or children and, therefore, all convictions must be disclosed on this form.

**Please bring this document with you to interview in a sealed envelope marked 'confidential' for the attention of Rose Parkes, Course Leader, BA (Hons) Social Work (Jersey).**

### Details of Convictions

Please provide us with as much detail as possible regarding your offences/convictions. If you have more than one conviction, please attach a separate sheet (headed by your full name and address) for each conviction. Any evidence you can provide is also helpful.

**Offence:** please provide us with the exact name of the offence(s) that you have been convicted of.

**Name and address of court:** please confirm the name of the court where you were convicted.

**Sentence:** please confirm the sentence(s) you received (e.g. Fine of £250; four months youth custody; six months imprisonment; 200 hrs community service). Any evidence you can provide is also helpful.

**Date sentence finished/will finish:** please confirm the date that your sentence(s) finished. If you are still serving your sentence, please confirm the date it is due to finish.

**Probation Officer contact details:** please provide UCJ with the name and contact details of your probation officer. UCJ may contact them for a reference.

If you do not have a Probation Officer please provide the name, position and contact details of someone aware of the circumstances regarding your conviction who would be able to provide a character reference.

Please note that in providing contact details you are authorizing UCJ to request a reference and agree that any information received can be used in assessing your application.

### Important Note

UCJ may need to investigate further the information you have provided on, or attached to, this form. UCJ will endeavour to make reasonable efforts to ensure that this process is not lengthy but cannot accept responsibility for the length of time taken to investigate the details you provide.

If any of the information on your application form changes after you have applied for your course (for instance, you are convicted of a relevant criminal offence), you are under a duty to disclose this information.

Do you have a relevant 'unspent' criminal conviction?    Yes ☐                      No ☐ (tick one box)

## PERSONAL DETAILS

First name(s):	Family Name:		
Other previously held name(s):			
Date of birth:	Day:	Month:	Year:

## DETAILS OF CONVICTION(S)

Offence(s):			
Date of Conviction:	Day:	Month:	Year:
Age when convicted:			
Name and Address of Court:			
Sentence:			
Date sentence finished/will finish:	Day:	Month:	Year:
Probation Officer Contact Details (if applicable):			

## STATEMENT AND ADDITIONAL INFORMATION

It is helpful for UCJ to understand the circumstances surrounding your offence(s). You are therefore required to provide a statement to accompany this form using the template provided. You can also provide supporting character references. Please ensure your statement includes your name and address, and that any supporting character references are attached securely to this form.

**DECLARATION - BY SUBMITTING THIS FORM YOU ARE DECLARING THAT THIS FORM IS TRUE AND ACCURATE.**

I confirm that the offence(s) and conviction(s) provided include all my relevant unspent criminal convictions. I have no other relevant convictions for which I am awaiting sentence. Should I be offered a place at UCJ and be convicted of any further offence prior to my registration with UCJ, I will provide this information to Rose Parkes, Course Leader, promptly and understand that UCJ reserves the right to review and potentially revoke any offer I have received.

Date:

Signature:

## STATEMENT AND ADDITIONAL INFORMATION

Please use this section to provide as much information as possible surrounding your conviction, a statement reflecting on your conviction including:

- ☐ Your personal circumstances at the time of the conviction
- ☐ The impact of your arrest and fine on yourself, your friends and your family
- ☐ The progress you have made since being convicted

Please use this section to list the name of any character referees and attach any references to this form.

## GUIDANCE NOTES

### Relevant Criminal Convictions

To help UCJ to reduce the risk of harm or injury to its students and staff caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has. Relevant criminal convictions include offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following:

- ☐ Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
- ☐ Offences listed in the Sex Offenders (Jersey) Law 2010.
- ☐ The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
- ☐ Offences involving firearms.
- ☐ Offences involving arson.
- ☐ Offences listed in the Terrorism (Jersey) Law 2002.

In addition to the above, UCJ considers all drugs convictions to be relevant and applicants are required to declare any convictions that involve unlawful possession or supply of drugs.

Warnings, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of this section, unless you have contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction.