



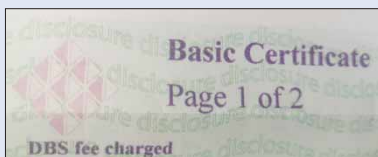
Criminal Record Factsheet



Hard words

There are some hard words in this guide.

Here is what they mean:



DBS

DBS stands for Disclosure and Barring Service.



A DBS check looks at your criminal record. It says if you have been in trouble with the police.

There are different levels of check.

Enhanced



Standard



Basic

These are:

- Enhanced - this is the highest
- Standard
- Basic - this is the lowest level

The level of check depends on the job you want to do.



Conviction

This is when you have been found guilty of a crime.



Disclosure letter

This is a letter that tells people like your employer that you have been in trouble.



If you send a disclosure letter always keep a copy.

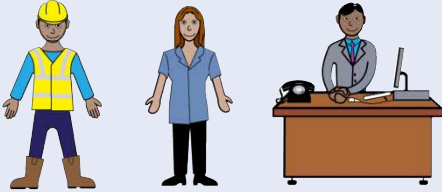
remember



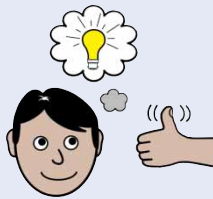
It will help you remember what you have told people.



Getting a job



You can still get a good job if you have a criminal record.



But you need to know if your criminal record will affect what jobs you can do.

yes



Lots of companies employ people who have a criminal record.

tell



Do I need to tell my employer about my conviction?

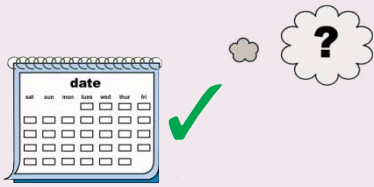
This will depend on two things:



1. Whether your conviction is spent or unspent.



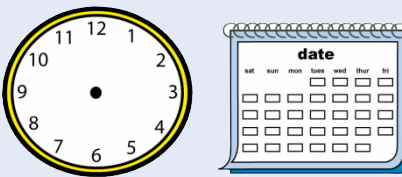
2. The type of job you want.



What is a spent conviction?



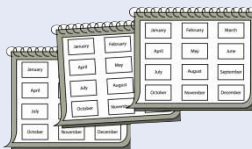
A spent conviction or caution is when enough time has passed for it not to show up on a basic DBS check.



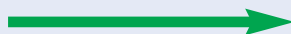
The length of time that needs to pass is called the **Rehabilitation Period**.



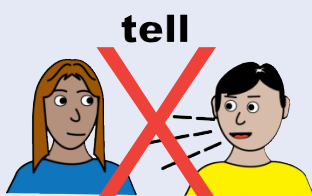
Some cautions and convictions are spent straight away.



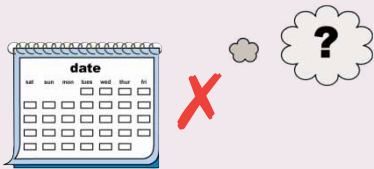
Some take months or years.



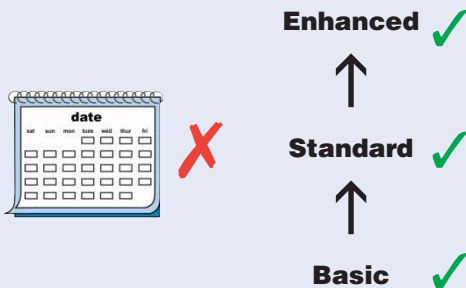
Once a conviction is spent it will only show up on higher level DBS checks.



You don't have to tell your employer about a spent conviction for most jobs.

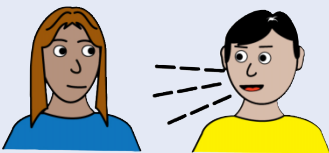


What is an unspent conviction?



An unspent conviction will show up on all DBS checks.

tell

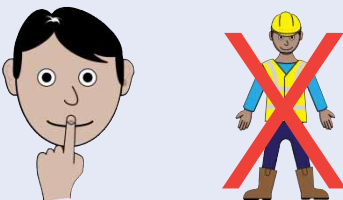


You have to tell your employer about an unspent conviction if they ask you.

tell



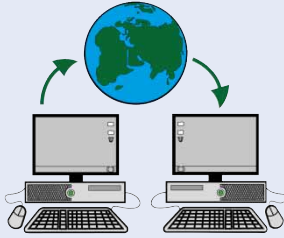
If they don't ask, you don't have to tell them.



If you are asked and keep quiet about a conviction that is unspent you could lose your job.



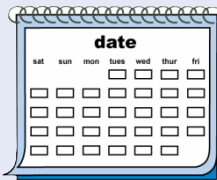
How do I know if my conviction is spent?



There is a website to help you know if your conviction is spent.

To use it you will need to know things like:

- when you were convicted or cautioned
- when you finished your sentence
- about your licence



To use the website see here:

www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution

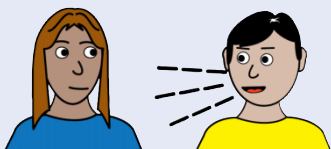


How do I tell my employer?



You can tell them by letter, called a disclosure letter. If you send a disclosure letter, always keep a copy.

tell



Or you can tell them face to face.



What do I tell my employer?

Along with telling them about your conviction, you should tell them:

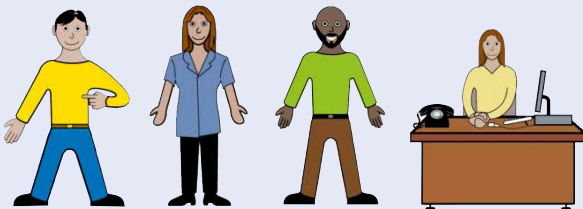
about me now



- what you have learnt since getting into trouble
- what makes you suitable for the role, like your skills and experience
- what your circumstances were at the time of the offence and how things have changed



Some people worry about telling their employer.

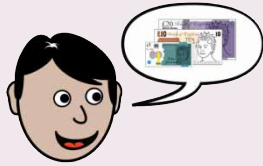


Many people have a criminal record. Your employer is likely to have heard things like this before.

yes



Lots of employers already employ people with a criminal record.



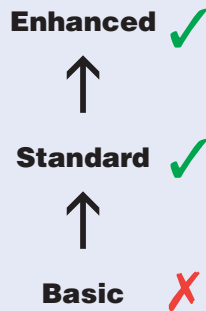
Who pays for a DBS check?

boss



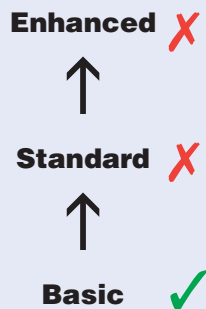
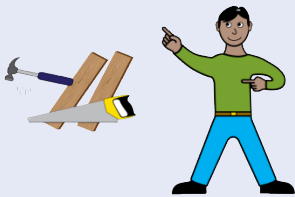
Often the employer will pay.

boss



Only employers or organisations can ask for the higher level checks.

my business



If you are self employed you can pay for a basic check.



You can do this here:
www.gov.uk/request-copy-criminal-record

Extra information



You may wish to contact Nacro
<http://www.nacro.org.uk>

or Unlock
<http://www.unlock.org.uk>.

Both are charities which provide support and advice on employment for people with convictions.