



CONFIDENTIAL

VOLUNTARY DISCLOSURE OF PREVIOUS CONVICTIONS, CAUTIONS AND REPRIMANDS

You have applied for employment or to work as a volunteer at the Royal Grammar School, Guildford (incorporating Lanesborough) and, if appointed, you will be required to apply for a Disclosure Certificate from the Criminal Records Bureau.

You are strongly recommended to disclose voluntarily any convictions, cautions or reprimands (whether spent or unspent) before the interview, using the form overleaf.

Information returned on this form will be treated with the same degree of confidentiality as the Disclosure Certificate itself and the information will not be generally available to staff of the school.

If you wish to make a disclosure, the form should be returned **before** the interview to:

Mrs M Buylla
Headmaster's PA
The Royal Grammar School
High Street
Guildford
Surrey
GU1 3BB.

The envelope should be marked **PERSONAL AND IN CONFIDENCE**

Applicant's Full Name

Applicant's Address

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Post applied for:

At school: Royal Grammar School / Lanesborough (delete as appropriate)

I hereby voluntarily disclose the following information:

Date	Place	Caution, Reprimand, Conviction
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Signature:

Date:

Registered Charity No. 312,028