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**Disclosure of Criminal Conviction(s) Questionnaire**

**Confidential to the University Centre Leeds HE Registry Team and Stay Safe Team**

Name:

Student Ref. No:

Course applied for:

DOB:

Date form completed:

**University Centre Leeds welcomes applications from ex-offenders, and we consider each application on its merits. As you have declared a criminal conviction on your application form, we ask that you please fill out the below.**

If you have any questions please contact the Stay Safe team on [safeguarding@leedscitycollege.ac.uk](mailto:safeguarding@leedscitycollege.ac.uk) or by phone on 0113 235 4876.

When we receive your questionnaire, we will assess the details of your conviction(s) and your application will either be referred to our Curriculum Team for a course interview, or in certain circumstances you may be invited for an initial meeting to discuss your conviction(s) in more detail. We will contact you to arrange a private and confidential meeting with a member of the team if this is necessary.

If you have declared a criminal conviction on your application form in error, please mark here:

Please list the date and nature of each offence, and the penalty:

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| --- | --- | --- |
| **Date of offence:** | **Nature of offence:** | **Sentence and/or penalty:** |
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**If you are currently in detention,** please tell us where, and your expected release date below

Name & Address of Prison/YOI:

Tel no:

Your expected release date:

Please use the space below to describe the circumstances of the offence(s):

Please include any details which you feel might be useful, for example, how old you were when the offence happened, any mitigating or special circumstances which might have affected your behaviour etc. This is often our first impression of you, so please take time to fill out this section fully.

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**If you have a Probation Officer (PO) or Youth Offending Team Worker (YOTW)** please give their full name, contact telephone number(s) and the location/centre they work from below.

**Full Name:**

**Tel No(s):**

**Address/Centre they work from:**

**Please upload this completed document to your application portal**