

Self-disclosure statements

Examples

IMPORTANT - PLEASE READ THIS

- These examples have been written for guidance purposes only and should not be copied.
- Self-disclosure statements need to be tailored to the specific vacancy you are applying for. They should be personal to your own situation and give a genuine account of any mitigating factors that led to your conviction and highlight what you have achieved since.
- There is no 'perfect template' for a self-disclosure statement.

When should I use a self-disclosure statement?

Generally, our view is that disclosing face-to-face is the most effective way of disclosing. However, there are many reasons why you may choose to use a self-disclosure statement:

- You may be asked for one as part of the recruitment process
- You may find it more comfortable to write rather than talk about your criminal record
- The nature of your convictions or the type of job may determine this method of disclosure as being the most appropriate.

Alternatively, you might prefer to disclose face-to-face, for example in an interview. Either way, it is always useful to provide an employer with some brief factual details of your criminal record in writing (even if you are disclosing verbally), so that you have evidence of what you've disclosed. Make sure that you keep a copy of this for your own records.

For more information, [search for 'disclosing to employers' on our self-help information site, hub.unlock.org.uk](http://hub.unlock.org.uk).

Examples of self-disclosure statements

This document includes three examples of self-disclosure statements (using fictitious details):

1. Example one describes somebody with several convictions who has served a custodial sentence. They have chosen to group their convictions together rather than deal with each one separately.
2. Example two describes somebody with a minor conviction applying for a job which is exempt from the Rehabilitation of Offenders Act and requires a Disclosure and Barring Service check.
3. Example three describes somebody who has disclosed verbally at interview and is merely providing written details to confirm the conviction they disclosed.

Self-disclosure statement – Example One

Dear Mr Parker

RE: Application for the post of Care Worker - Disclosure

I am applying for the post of Care Worker as I believe I have the experience and skills that will enable me to perform the role to a high standard. I previously volunteered with an organisation working with the homeless and more recently I have been working with young people with physical and mental disabilities

In my current role as Disability Support Worker, I am responsible for caring for and supporting clients with physical and mental disabilities. This involves developing personalised support programs and managing various household and personal care tasks, including cooking, cleaning, shopping and administering medication.

However, unfortunately I have a number of unspent convictions relating to theft and drug offences, my last one being in 2011 when I received a 12 month custodial sentence for burglary.

My offending behaviour started following the death of my father when I was aged 14. I had a very difficult relationship with my mother who found it hard to deal with her own grief and provided me with no boundaries or supervision. I began truanting from school and fell in with a group of boys who regularly committed minor offences. They were older than me and, to be accepted, I assisted in their law breaking.

The prison sentence in 2011 was the wake-up call I needed. Up until then, I had received only cautions, fines and a suspended sentence. In prison, I did an NVQ in Advice and Guidance and upon release volunteered for a charity working with the homeless. The charity clearly saw some potential in me and after three months got funding for me to do a Diploma in Health and Social Care.

I met my girlfriend in 2012 and last year she gave birth to my son. Since his birth, my relationship with my mother has improved greatly and I enjoy spending time with her. I don't want my son to follow the path that I did and it is important to me that I support him and set a clear example of what is and isn't acceptable behaviour. I am getting married next year and we are saving for the deposit on a house. My family are the most important people in the world to me and I would never do anything to jeopardize this.

As an employer, I understand that you have a responsibility towards your clients and staff and may be concerned about the details in the letter. I hope that this gives you a better insight into my background but, I would be happy to attend any meetings to discuss the nature of my offending behaviour further. I can provide a number of positive character references as well as references from my current and previous employer.

Yours sincerely

Peter Jones

Self-disclosure statement – Example Two

Dear Miss Jones

RE: Application for the post of Classroom Assistant - Disclosure

I would like to apply for the position of Classroom Assistant as I strongly believe I have the necessary qualifications and work experience to become an integral part of your teaching faculty.

On attaining a degree in literature, I went to work as an Assistant Editor and was promoted to the position of Editor within a year where I stayed for five years. My passion for teaching, however, got the better of me and I gained the job of Teaching Assistant at Swingate Primary School.

During the past 18 months, I have had the opportunity to use my skills in a variety of tasks. I assist teachers in creating engaging classroom projects for English and I have designed activities that are both fun yet help clarify key concepts. I maintain a positive atmosphere in the classroom and believe it is important to use both theory and activities to help children learn.

However, I would like to disclose that over four years ago, I was cautioned for criminal damage following a dispute about a fence. My neighbour had instructed a building company to install a new fence between our two properties. The contractors laid studs on the ground to mark where the fence would go but these were quite clearly in the wrong place and would in effect 'steal' a strip of my garden. I tried to explain this reasonably to my neighbour and even provided him with copies of the Land Registry Deeds to prove this point. However, he merely told his builders to fix the first post. Out of sheer frustration, I kicked the post out of the ground. He called the police and I accepted a caution.

I have no previous cautions or convictions and have never been in trouble with the police before. I was under immense pressure at the time following the breakdown of my marriage and the sale of the family home and acted completely out of character. I sincerely regret my actions and can reassure you that I am no risk to your organisation.

I would welcome the opportunity to contribute to the work that the school does and feel that I would be a real asset to the teaching team. I would be happy to discuss any aspect of my application with you.

Yours sincerely

Michael Evans

Self-disclosure statement – Example Three

Dear Mr English

RE: Application for post of Social Worker - Disclosure

Further to my interview yesterday, I would like to confirm in writing our discussion regarding my criminal convictions.

Between 1975 and 1980, I received several fines for soliciting for prostitution and in 1983 I was found guilty of running a brothel and was given an 18 month sentence suspended for two years.

At this time, I was living with an abusive partner who coerced me into prostitution to 'help make ends meet'. I used illegal drugs occasionally as a coping mechanism to deal with the prostitution but my partner enticed me to take more drugs, increasing my dependency and using my addiction as another means of control.

Following my conviction in 1982, I left my partner and moved to a different part of the country. Having had little formal education, I applied for a college course and gained GCSE's and 'A' levels before going on to study for a BSc in Social Work, qualifying in 1989 with a 2:1.

Whilst studying, I worked on a voluntary basis for a drugs charity in an administrative role and then as a Support Worker. For the past ten years, I have worked for a large healthcare group assisting individuals with drug addiction issues to identify and manage their dependency and find new ways of coping through building self-esteem and positive attitudes.

I believe that my formal qualifications, together with my own personal experience, makes me an ideal candidate for the above position.

Very many thanks for giving me the opportunity to discuss my convictions at interview and I look forward to hearing from you in due course.

Yours sincerely

Elizabeth Fuller

About this information

This document was first published in December 2014. The information may have since been amended or updated. Latest versions are available through searching for [‘self-disclosure statement examples’ on our self-help information site, hub.unlock.org.uk](#).

Found this helpful?



Unlock is the only charity dedicated to supporting law-abiding people with convictions. We do not deliver government-contracted services. Our clients and beneficiaries are often unemployed and in poverty. Every year a quarter of a million people use our services.

For a small organisation Unlock makes a big difference. By being independent, we respond to the needs of our clients, but we can't do this without support - we rely on charitable grants and donations from individuals, so please consider making a donation.

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Contact us

Helpline - Confidential peer advice on overcoming the effects of criminal convictions

Call: 01634 247350 – Monday to Friday, 10am to 4pm

Text: 07824 113848

Email: advice@unlock.org.uk

Visit: hub.unlock.org.uk for self-help information

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