

APPLICANT CRIMINAL CONVICTION(S) DECLARATION – PROFORMA

In order to assist the University in its duty of care to its applicants, please complete the information below and return it to the Head of Admissions either by email or by post, marked as confidential:

Email: Lisa Bowen, Head of Admissions – lbowen@cardiffmet.ac.uk; or

By Post: **Lisa Bowen, Head of Admissions, Cardiff Metropolitan University, Western Avenue, Cardiff CF5 2YB**

Please complete in **BLOCK CAPITALS**

Mr/Mrs/Ms/Miss/Dr _____ (Full Name)

Previous or other names _____

UCAS PID / Student ID _____

Address _____

Course at Cardiff Met _____

Year of Commencement _____

Please list any restrictions or probation requirements following an unspent criminal conviction. Please include details of the offence and details of the sentence imposed, as well as the sentence served, together with any other relevant information, including probation officer details if applicable.

Please continue on a separate sheet if required.

Please explain the circumstances of the offence(s) below including a reflection on your actions. A letter describing the circumstances is welcomed if felt appropriate.

Please continue on a separate sheet if required.

Do you intend applying to live in University accommodation?

Yes

No

Uncertain

Declaration:

I (signature) _____ declare that the information on this form is true and accurate and I provide my consent for Cardiff Metropolitan University to share this information, where deemed necessary, with relevant staff involved in the admissions process when determining entry on to a programme of study.

Date: _____