



## DECLARATION [must be completed in all cases]

### Criminal Conviction Disclosure

Have you ever been convicted in a criminal court, or cautioned, or bound over to be of good behaviour for an offence (not including motoring offences), offences under the Income Tax Act 1970 and offences under the Social Security Administration Act 1992?

Yes  No

Please note that you do not need to disclose convictions which are considered to be 'spent' pursuant to the Rehabilitation of Offenders Act 2001.

see [www.gov.im/categories/working-in-the-isle-of-man/rehabilitation-of-offenders](http://www.gov.im/categories/working-in-the-isle-of-man/rehabilitation-of-offenders)

Please note that if your answer is yes, you should provide details of the date and type of conviction together with any sentence. We will treat all such disclosures as confidential.

### Declaration

The information I have supplied is correct to the best of my knowledge, I agree to abide by UCM's rules & regulations and I understand that any personal data submitted on the application form will be processed for the purposes of education and training administration, including analysis for management and statutory returns.

Any information will be processed by UCM in accordance with the General Data Protection Regulations, GDPR and will be disclosed where relevant to third parties for the purposes of education and training and examinations.

### Tick the box(es) if you agree to:

- The publication of your results by the College;
- Being included in promotional photographs taken in connection with the College;
- The College giving references regarding your time at the College;
- Contacting your previous school/college to obtain attainment information related to prior achievements and access arrangements.

Personal data will be kept whilst still relevant to the original purpose for which it was collected and in accordance with the limitation periods enshrined within the GDPR.

## NOTES

1. You must be aged 18 years or over to apply for a Knowledge of Life in the UK and Islands Test.
2. Please supply details of any special needs or any form of reading / writing difficulty e.g. dyslexia or any other reading difficulties you may have at the time you make your application by completing the appropriate section on the front of this form.
3. Tests are held at University College Isle of Man, Homefield Road, Douglas, IM2 6RB.
4. We will send you a test appointment letter (or contact you further if there is a problem with your application) within 21 days of receipt of your application.
5. If you need to cancel your test for any reason, you must give 7 day's notice or you may lose your fee. Refunds are subject to our terms and conditions, which includes an administration fee. Full details can be found at <http://www.ucm.ac.im/about/regulations/refund-policy>
6. You will be notified in writing of the outcome of your test within 7 days.
7. You must bring your current, valid passport with you to the test. Photocopies are not acceptable. If you are unable to do this, you should contact us immediately.
8. If after 21 days you have not received an appointment letter, please contact University College Isle of Man on 648236.
9. A full copy of our regulations is available on request or at **<http://www.ucm.ac.im/about/regulations>**