**Disclosure letter writing**

A disclosure letter is something that should be written by yourself, to tell your story in your own words.

A disclosure letter is not just used to explained and disclose your past convictions but also to highlight the positive steps you have made since your last conviction.

Make sure you highlight all of the positive steps you have taken.

A disclosure letter can be broken down into three sections

***Section One***
This should be used to introduce yourself and explain a little bit about who you are, why you are applying for the job, any relevant experience you may have and why you believe you are a good candidate.

***Section Two***

This section should explain any criminal convictions you may have. Try to write this in a way that people who have no experience of the criminal justice system can understand. Talk about the circumstances leading up to your conviction.

***Section Three***

You should finish your letter with a strong closing statement including all of the positive steps you have taken since your conviction. Remember, this is an extra way to sell yourself to the employer!

**More information on this letter**This disclosure letter was designed and written by Kevin Taylor of The St. Giles Trust.

Please freely use this letter to directly support service-users with disclosure.

Should your organisation like more information on disclosure, including finding out more on our workshops, please email: kevin.taylor@stgilestrust.org.uk

**Sample Disclosure letter**

I would like to apply for the position of part-time admin assistant in Camberwell, which I have seen advertised on your website. I have enclosed a copy of my CV for your attention.

I have gained my skills through a number of work placements over the past two years. I have several years’ office experience and I am familiar with a range of packages including Word, Excel and Access. My work attendance and punctuality has been very good over this period.

However, I wish to disclose to you that I have a criminal record for theft and served six months in prison between August 2009 and January 2010. I would like to say that this was a period of my life of which I am not proud and which I now feel I have put firmly behind me. I made mistakes from which I have learned valuable lessons. The personal circumstances under which I committed these thefts are also very much in the past, and I feel that my life is now much more stable.

During my sentence I took advantage of the prison education service and enrolled on a Social Science course through the Open University. I am now focused on completing my degree and I believe this shows my desire to improve myself.

I have chosen to disclose my conviction as I believe that it is best to be honest with any potential future employer. As my application makes clear, I have a good, recent work record and hope you will judge me on this rather than past events. I am of course, prepared to discuss any of these matters at interview.

Yours sincerely,

A.N.Other