

Here's an example of a covering letter disclosing a criminal record

78 Orchard Road

Leicester

LE18 6AA

8 January 2021

Mr J Burton Regional Manager

Shelter

Cross Street

Leicester

LE22 8CC

Dear Mr Burton,

I would like to apply for the position of part-time Administrative Assistant in Leicester, which I have seen advertised on the Shelter website. I am pleased to enclose a copy of my CV for your attention.

I have gained my administrative skills through a number of work placements in the voluntary sector over the past two years. I have experience of scheduling meetings, preparing agendas and producing documents for committees. I also have first-hand knowledge of updating information on websites and preparing marketing copy. My record on punctuality and work attendance is also very good. In my two years with the National Association for the Care and Resettlement of Offenders (NACRO) I have only lost two days through sickness.

However, I wish to disclose to you that I have a criminal record for theft and served six months in prison between August 2018 and February 2019. 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 learnt 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 decided to enrol on an Open University course in Social Sciences. This is one of the most positive decisions I have ever made, and I am now studying my third module with the OU. I realise the importance of education and my goal is now to complete my degree. I think that this shows my current level of motivation and 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. I know that I have turned things around in my life and for the first time I have clear aims and objectives.

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,

Stephen Fletcher