

## **Recruitment of ex-offenders policy**

We are an equal opportunity employer. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, marital status, race, religion, colour, nationality, or ethnic or national origins, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Measures will be taken to ensure that individuals are selected, promoted, trained and treated on the basis of their relevant merits and abilities.

Therefore, we actively promote equality of opportunity for all with the right mix of skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience against the selection criteria drawn up for each individual vacancy.

For those posts requiring disclosure, all application forms, job advertisements and recruitment packs will contain a statement that a disclosure will be requested in the event of an applicant being offered a position.

Where a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the process. We request that this information is sent, marked "Confidential" to the Assistant Director (HR, Legal & Democratic Services) and guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask about your entire criminal record we will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act, 1974.

We ensure that all those involved in the recruitment process are able to identify and assess the relevance and circumstances of offences.

At interview we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to provide information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

A copy of the DBS Code of Practice is available on request.

We undertake to discuss any matter revealed in a disclosure with the person applying for a position with the Councils before withdrawing an offer of employment.

Having a criminal record does not necessarily bar you from employment with us. This will depend on the nature of the position and the circumstances and background of your offences.