

Appendix to application for the post of:

Since you are applying for a position which will give you access to persons under the age of 18 in the normal course of your duties, you should note that, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended by the RAO 1974 (Exceptions) (Amendment) Order 1986, convictions which may be considered to be "spent" for other purposes must be disclosed when answering the following questions.

Having a criminal record will not necessarily bar an applicant from working with us. This will depend on the nature of the position and the circumstances and background of their offences.

Have you ever been:

a) disqualified from working with children or vulnerable adults? **Yes / No**

b) convicted of an offence (other than a motoring offence not resulting in disqualification) in any criminal proceedings in any Court of the U.K. or elsewhere? **Yes / No**

c) subject to disciplinary action or legal proceedings? **Yes / No**

d) subject to any sanctions imposed by a regulatory body? **Yes / No**

Are there any criminal or disciplinary proceedings against you pending? **Yes / No**

If your answer is Yes to any of the above questions, please give full details.

I declare that the information given above is true and correct to the best of my knowledge.

PRESENT ADDRESS:

.....

SIGNED: DATE:

PRINT NAME:

Refusal to complete this form may exclude an applicant from further consideration.

7 Policy Statement on the Recruitment of Ex-offenders

General Principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, the Society complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The Society is committed to the fair treatment of its staff and workers; potential staff and workers together with users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Other Supporting Documents

- General Data Protection Policy
- Employment Data Protection Policy
- Processing of CRB Data Policy
- Equal Opportunities & Commitment to Diversity Policy
- Recruitment and Selection Policy & Procedure

Policy

This written policy on the recruitment of ex-offenders, is made available to all potential Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, 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.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we require all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent to a designated person within the Society and we 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 the Society to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in the Society who are involved in the recruitment process are aware of the need to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, ie the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, 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 reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. Or, if the omission comes to light after appointment may lead to dismissal.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any offence revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an applicant from working with us. This will depend on the nature of the position and the circumstances and background of their offences.

Notes

- This policy may be revised from time to time in the light of new knowledge and experience and in response to legislative and regulatory changes.