

	LH117	Recruitment statement	Version No.	Date of last version
	Function: Human Resources		1.0	March 2019

We welcome enquiries from everyone and value diversity in our workplace.

We recognise the contribution that ex-offenders can make to our organisation as employees and volunteers and we welcome applications from them. We understand that obtaining gainful employment enables people who have put their criminal past behind them to become productive, financially independent members of society.

We are also a supporter of the Ban the Box campaign, which believes that asking applicants about a criminal record at the interview stage is a more appropriate time in the recruitment process than at the initial application stage. We do not ask candidates questions about previous convictions at the time they apply. This ensures that we consider applicants first and foremost on the grounds of their skills, experience and ability to do the job.

We only ask those applicants who have been selected for interview to make a confidential declaration in the form of a written disclosure statement. All information disclosed will be treated in the strictest of confidence.

Applying for roles that are covered by the Rehabilitation of Offenders Act 1974

If you are applying for a role that is covered by the Rehabilitation of Offenders Act 1974, we will require applicants to disclose any 'unspent' convictions. Further information about which roles are covered by the Act and when a caution or conviction becomes 'spent' can be found on Nacro's website <http://www.nacro.org.uk> or the easy to read guidance at unlock.org.uk

A criminal record check appropriate to the role applied for will also be made with the Disclosure and Barring Service (DBS). The DBS have a published Code of Practice and we can provide a copy on request.

Applying for roles that are 'exempt' from the Rehabilitation of Offenders Act 1974

If you are applying for a role that is 'exempt' from the Rehabilitation of Offenders Act 1974, we will require applicants to complete a confidential declaration in relation to any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. eligible for filtering) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). A criminal record check appropriate to the role applied for will also be made with the Disclosure and Barring Service (DBS). The DBS have a published Code of Practice and we can provide a copy on request.

Guidance and criteria on the filtering of these cautions and convictions can be found on Nacro's website <http://www.nacro.org.uk> or the easy to read guidance at unlock.org.uk

It is important that all applicants understand that it is a criminal offence to apply for a post if you have been disbarred, in law, from applying for. Further information can be obtained from Nacro's website.

Health or disability

Please contact us if you need the application form in an alternative format or if you need any adjustments for the interview.