

THE RECRUITMENT OF EX-OFFENDERS



1.0 Objective

The purpose of this procedure is to clarify the Company's position relating to the recruitment of ex-offenders.

2.0 Scope

All applicants for posts being recruited for within Azure Charitable Enterprises.

3.0 Procedure

- 3.1 Any post that is to be advertised will clearly indicate whether a CRB Disclosure will be required.
- 3.2 Where a Disclosure is required for the post being applied for, applicants will receive the relevant information relating to this within the application pack. This will include Azure's policy statement regarding the employment of ex-offenders (Appendix "A").
- 3.3 Candidates for interview will be selected for interview against the relevant job specification.
- 3.4 Interviews will be undertaken and successful applicants will be offered the post subject to a Disclosure being applied for.
- 3.5 On receipt of the Disclosure any convictions listed will be taken into consideration in relation to the job applied for.
- 3.6 Where a conviction places a relevant risk in relation to the roles and responsibilities of the post being offered, the offer of employment may be withdrawn.
- 3.7 Where the Disclosure indicates a conviction that is unrelated to the roles and responsibilities of the post being offered, the conviction will be disregarded.
- 3.8 Where convictions are relevant to the roles and responsibilities of the post being offered, consideration will be given to the time spent from the date of conviction to the current date of which will have some influence as to whether the post offer is maintained or withdrawn.

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POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

As an organisation using the Criminal Records Bureau (CRB) Disclosure Service to assess applicants' suitability for positions of trust, Azure Charitable Enterprises 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.

Azure is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on The Recruitment of Ex-offenders, which made available to all Disclosure applicants at the outset of the recruitment process (see enclosed procedure if this applies).

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 job adverts and recruitment documentation will contain a statement that a Disclosure will be requested in the event of the individual being offered a position with Azure.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record on their application form. We request that detailed information of any such criminal record is sent under separate, confidential cover to the Personnel Officer within Azure and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

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Unless the nature of the position allows Azure to ask questions about an applicant's entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

There is a requirement within certain departments that due to the nature of the services that all staff have an Enhanced Disclosure.

We ensure that all those in Azure who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. 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. Any convictions disclosed will be taken into consideration against the roles and responsibilities of the post being offered.

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

We undertake to discuss any matter 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 individual from working with us. This will depend on the nature of the position and the circumstances and background of any offence(s).