



## **Employing People with Criminal Records**

We take a positive attitude to employing ex-offenders as part of our commitment to equality and diversity. We also have a responsibility to ensure that those we employ in positions of trust are suitable for the post they apply for. We will treat all applicants for positions fairly, and will not discriminate unfairly against any applicant on the basis of a conviction or other information received.

Full details of this are explained in our policy *Employing People with Criminal Records*. Please ask us for a copy if you want more information.

### **How the process works**

If you apply for a position with us, we'll ask you to complete a form declaring whether or not you have a criminal record. We will only ask you about "unspent" convictions, unless the position you're applying for allows us to ask about a full criminal record. The information you provide is not shared with those who are shortlisting the candidates. We shortlist only on the applicant's ability to do the job.

If there is any information that is of concern, we may contact you before an interview is arranged. However, we will only share criminal record information with the interview panel if it is relevant to the job.

You must tell us about any information that is relevant to the job you are applying for. If you don't reveal information that is directly relevant, we may withdraw any conditional offer of employment. If you aren't sure what information needs to be declared, please contact us.

### **Disclosure and Barring Service (DBS)**

Some posts require us to obtain a DBS check. This depends on the duties of the post and can apply to paid or volunteer positions. If a DBS check is required, we'll state this in the advertisement and application pack and explain how to obtain one. If you are applying for a position that requires a DBS check, it is your responsibility to get this and provide us with a copy if we ask for it. We will refund the cost of the DBS check to successful candidates.

### **How we use, store, and dispose of DBS information**

DBS information is treated as confidential and kept secure. We limit access to those who need to see it as part of their duties. We will only use DBS information for the purpose stated and in line with your consent.

We will not normally keep DBS information for longer than 6 months, unless there are exceptional circumstances. We will only record that a DBS check has been received, the date, reference number, and decision made.