

## **Recruitment of Ex-offenders**

### ***This statement is made available to all applicants at the outset of the Recruitment process***

Imagine has an obligation to protect vulnerable adults from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post under this category will be subject to a Disclosure from the Criminal Records Bureau (CRB) before an appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions, including 'spent' convictions and where the post is subject to an Enhanced Disclosure, other relevant non-conviction information, such as police enquiries and any pending prosecution will also be included.

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants suitability for positions of trust, Imagine complies fully with the CRB Code of Practice and undertakes to treat all applicants fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- The organisation is committed to the fair recruitment of its employees, regardless of race, gender, religion and sexual orientation.
- We actively promote equality of opportunity and welcome applicants from a wide range of backgrounds. Candidates are selected for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a risk assessment has shown that one is relevant to the post.
- We encourage all applicants called for interview to provide details of their criminal record at an early stage in the recruitment process. This information is sent under separate confidential cover and will only be seen by those who need to see it as part of the recruitment process.
- 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.
- We ensure that those who are involved in the recruitment process have received appropriate guidance and training relating to the employment of ex-offenders e.g. The Rehabilitation of Offenders Act 1974
- Having a criminal record will not necessarily bar anyone from working at Imagine. This will depend on the nature of the position and the circumstances and background of offences.