



## RECRUITMENT OF EX-OFFENDERS POLICY STATEMENT

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), NWAS complies fully with the [code of practice](#) and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
2. NWAS is committed to the fair treatment of its staff, potential employees or users of its services, regardless of race, gender, religion or belief, sexual orientation, , age, physical/mental disability, gender reassignment, being pregnant or on maternity leave, being married or in a civil partnership or offending background.
3. This statement of intent is made available to all Disclosure applicants at the outset of the recruitment process.
4. 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.
5. 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.
6. Where a Disclosure is to form part of the recruitment process, we encourage 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 under separate, confidential cover, to a designated person within NWAS and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

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Date of Approval:	June 2019	Status:	Approved
Date of Issue:	June 2019	Date of Review	June 2022

7. NWAS will only ask an individual to provide details of convictions and cautions that we are legally entitled to know about and where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
8. NWAS can only ask an individual about convictions and cautions that are not protected.
9. We ensure that all those in NWAS who are involved in the recruitment process are suitably aware 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.
10. 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 the termination of employment without notice.
11. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
12. 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 you from working with us.**

This will depend on the nature of the position and the circumstances and background of your offences.

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