

## **RECRUITMENT OF EX-OFFENDERS POLICY STATEMENT**

As an organisation using the Disclosure & Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Godalming Town Council complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS application on the basis of a conviction or other information revealed.

Godalming Town Council is committed to the fair treatment of its staff and potential staff regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all applicants at the outset of the recruitment process.

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 DBS application 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 DBS check is required, all application forms, job adverts and recruitment briefs and discussions will indicate that a DBS check will be requested in the event of the individual being offered a position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage. We guarantee that this information is only seen by those who need to see it as part of the recruitment process. Unless the nature of the position allows Godalming Town Council to ask questions about the entire criminal records of applicants, we will only ever ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

Godalming Town Council will ensure that appropriate professional support is provided for the recruitment process to identify and assess the relevance and circumstances of offences. We will also ensure that those involved with the recruitment process are provided with guidance 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 conversation takes place on the subject of any offences or other matters 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 make every subject of a DBS Check aware of the existence of the DBS Code of Practice and make a copy available on request.

We will 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.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing any conditional offer of a position or role.

**Having a criminal record will not necessarily bar you from working with us.** This will depend upon the nature of the position and the circumstances and background of your offences.