



Recruitment of Ex-Offenders Policy

June 2017 - May 2018



CONTEXT & OVERVIEW

Policy Prepared by:	Mr Gareth Gilvary
Approved by Board on:	15/05/2017
Policy became operational:	01/06/2017
Next review date:	01/05/2018

POLICY STATEMENT

IGNITION Belfast CIC complies fully with the Service Level Agreement, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by AccessNI under Part V of the Police Act 1997, for the purposes of assessing Applicant's suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed.

This policy is made available to all Disclosure applicants at the outset of the recruitment process.

IGNITION Belfast CIC are committed to equality of opportunity (see separate Equal Opportunities Policy) to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability political opinion or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.

IGNITION Belfast CIC actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on those who meet the required standard of skills, qualifications and experience as outlined in the essential and desirable criteria.

We will request an AccessNI Disclosure only where this is considered proportionate and relevant to the particular position. Where an AccessNI Disclosure is deemed necessary for a post or position, all applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that [insert Organisation Name] will request the individual being offered the position to undergo an appropriate AccessNI Disclosure check.

We undertake to ensure an open and measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned eg the individual is applying for a driving job but has a criminal history of driving offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of employment.

We ensure that all those in IGNITION Belfast CIC who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders

Having a criminal record will not necessarily debar you from working with IGNITION Belfast CIC. This will depend on the nature of the position, together with the circumstances and background of your offences.

More details of this can be found within our **Equal Opportunities** and **Recruitment and Selection Process** Policies.