

Kirkhill & Bunchrew Community Trust

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Recruitment of Ex Offenders Policy

We will treat all applicants for positions (paid or voluntary) within our organisation fairly and not discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

Use of Disclosure

We will only request a Standard or Enhanced disclosure where it is relevant and necessary to the position sought.

Where a position requires a disclosure we will make this clear on the application form, job advert and any other information provided about the post.

Interview and appointment

At interview we will ensure that open and measured discussion can take place on the subject of the offence.

Failure to reveal information at interview, that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

At interview or when receiving a disclosure which shows a conviction we will take into consideration -

- Whether the conviction is relevant to the position being offered
- The seriousness of the offence revealed
- The length of time since the offence took place
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant's circumstances have changed since offending took place

We will ensure that all our staff/volunteers involved in the recruitment process are aware of this policy and have received relevant training and support.

Any applicant for any post that requires a disclosure may receive a copy of this policy and the Code of Practice.

Adopted 14/11/05



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