



POLICY STATEMENT ON THE RECRUITMENT OF PERSONS WITH A CRIMINAL RECORD

- As an organisation using the Criminal Records Bureau (CRB) Disclosure Service to assess applicants' suitability for positions of trust, Truro and Penwith College complies fully with the CRB Code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Truro and Penwith College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- This is the policy on the recruitment of ex-offenders, which is made available to all Disclosure 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 from all sections of the community. We will not unfairly discriminate against those with a criminal record and select all candidates for interview based on their skills, qualifications and experience.
- All application forms, contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of the criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the Personnel Officer at Truro and Penwith College and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.
- Posts at the College are exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) Order 1986. Applicants are not entitled, therefore, to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and in the event of employment, and failure to disclose such convictions could result in dismissal or disciplinary action by the College.
- We ensure that all those in Truro and Penwith College who are involved in the recruitment process have been suitably trained 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, eg the Rehabilitation of Offenders Act 1974.
- 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 make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- 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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