

GUIDANCE NOTES FOR THE RECRUITMENT OF EX-OFFENDERS

Warwick District Council actively promotes equality of opportunity for all and welcomes applications from all candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined under the Rehabilitation of Offenders Act 1974.

It is important to realise that having a criminal record does not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s). However, it should be noted that failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Criminal Records Bureau Disclosure process:

Where there are posts within the Council that involve regular contact with those under eighteen years of age and/or people who may be vulnerable for other reasons, including people with disabilities and elderly people, the Council has a duty to complete a Criminal Records Bureau (CRB) Disclosure check. 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. Under CRB regulations, no conviction is ever deemed "spent".

As an organisation using the CRB Disclosure service to assess applicants' suitability for positions of trust, Warwick District Council complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It will not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

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 advertisements and recruitment briefs will contain a statement that a Disclosure will be requested in the event of an individual being offered the position.

We undertake to discuss any matter revealed in a Disclosure with you before deciding whether to withdraw a conditional offer of employment and will ensure an open and measured discussion takes place with you on the subject of any offences or other matter that might be relevant to the position.