

Move On Policy on Recruitment of Ex-Offenders.

Move On undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

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

Where a position requires a disclosure, we will make this clear on the application form and enclose a copy of this policy with the application pack. When recruiting volunteers, we will clearly discuss this policy and the need for a disclosure at the first meeting with a potential volunteer. We will offer any assistance necessary to fill in the disclosure form.

In line with the Rehabilitation of Offenders Act 1974, Move On will only ask about convictions which are defined as “unspent” in terms of the Act, unless the nature of the position is such that we are entitled to ask questions about an individual’s entire criminal record.

Where a disclosure is to form part of the recruitment process, Move On will encourage all applicants selected for interview to provide details of their criminal record. We ask that this information be sent under separate, confidential cover, to a designated person within Move On and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

At interview we will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information at interview that is directly relevant to the position sought could lead to withdrawal of an offer of employment or termination of contract.

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

- Whether the conviction is relevant to the post 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 endeavour to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment.

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

We undertake to make a copy of the CRBS Code of Practice available to any applicant for a post that requires a Disclosure.