



## **Your Homes Newcastle Policy on the Recruitment of Ex-Offenders**

Your Homes Newcastle uses the Criminal Records Bureau (CRB) Disclosure service to assess applicant's suitability for positions of trust. This means that for a number of posts, including this one, we will ask you about any criminal convictions. 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.

The CRB has a code of practice, which we fully comply with. If you want a copy of the code, please ring the HR Recruitment line on 01912788197 and a copy will be sent out to you.

If you are short-listed, we will ask you to declare any convictions before you attend for interview. The only people who will see the information you give us will be those directly involved in the recruitment process. 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 post you are applying for could lead to withdrawal of an offer of employment.

If you are successful at interview, then we will require to obtain a disclosure for the CRB. 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, any adverts will contain a statement that a disclosure will be required in the event of the individual being offered a position.

Unless the nature of the allows for Your Homes Newcastle to ask questions about your entire criminal conviction, we will only ask about 'unspent' convictions as defined in the Rehabilitation of Offended Act 1974.

We ensure that all those in Your Homes Newcastle who are involved in making the decision on whether to appoint someone who has criminal convictions have the necessary information, guidance and support to identify and assess the relevance and circumstances of offences.

We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.