

gtd healthcare

Recruitment of Ex-Offenders

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Policy Statement on the Recruitment of Ex-Offenders

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, *gtd healthcare* complies fully with the DBS 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 a conviction or other information revealed.

gtd healthcare 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.

We have a written 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, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

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 adverts and recruitment briefs will 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 their criminal record at an early stage in the application process. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

However, in order to protect certain vulnerable groups within society, there are a number of posts and professions that are exempt from the provisions of the Rehabilitation of Offenders Act. These include posts where, in the normal course of their duties, successful applicants will have access to persons in receipt of health services. If the post applied for falls within this category, it will be exempt from the provisions of the Rehabilitation of Offenders Act (Exceptions Order) 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the act.

Therefore you must disclose all spent and unspent convictions, cautions, reprimands and final warnings. If you have a criminal record this will not necessarily prevent you from obtaining employment with the organisation as each application will be looked at on a case to case basis

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taking into account the nature of the job you are applying for, the relevance and seriousness of the conviction, the length of time since the conviction and the circumstances and background to the conviction. However not declaring a conviction, spent or otherwise, warning or reprimand may lead to disciplinary action, which could result in dismissal.

Unless the nature of the position allows *gtd healthcare* to ask questions about your entire criminal record, we only ask about ‘unspent’ convictions as defined in 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 DBS Disclosure aware of the existence of the DBS 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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