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## Policy Statement on the Recruitment of Ex-Offenders

### Policy Statement

- The Isle of Wight Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion or belief, sexual orientation, marital or civil partnership status, gender reassignment status, responsibilities for dependants, age, physical/mental ability or offending background.
- 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 candidates for interview based on their skills, qualifications and experience.
- The Isle of Wight Council complies fully with the Disclosure and Barring Service Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- A Disclosure is requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, application details will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure forms part of the recruitment process, we encourage all applicants to provide details of their criminal record as part of the application process. We confirm that this information is only seen by those who need to see it as part of the recruitment process.
- We undertake to discuss with the job applicant any matter revealed in a Disclosure which may lead Isle of Wight Council to withdraw a conditional offer of employment.
- Unless the nature of the position allows the Isle of Wight Council to ask questions about the applicant's entire criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.
- Those in the Isle of Wight Council who are involved in the recruitment process are given suitable guidance to identify and assess the relevance and circumstances of offences.
- During the selection process, an open and measured discussion will take 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 due to frustration of contract.

### **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.