



## Employment of Ex-Offenders

North Hertfordshire District Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of sex, race, gender, religion, sexual orientation, responsibilities for dependants, age, disability or offending background.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, North Hertfordshire District Council complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. NHDC undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

NHDC undertakes not to discriminate unfairly against any candidate, based on information regarding a conviction or any other information revealed during the recruitment process, including those not subject to a DBS check

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 DBS disclosure is only requested for posts where it is deemed proportionate and relevant to the position concerned. For those positions where a DBS disclosure is required, all 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.

We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. The application provides a section for the applicant to provide this information. This information will only be seen by those who need to see it as part of the recruitment process.

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

We ensure that officers involved in the recruitment processes have been suitably trained in equal opportunities and can obtain appropriate advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

An opportunity is provided to the candidate at interview, to allow 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 undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Where a post requires a DBS disclosure check any applicant will be made aware of the Council's' requirements. The full DBS policy and the DBS Code of Practice are also available on request. This guidance is made available to all applicants at the outset of the recruitment process.