



The North Harris Trust

Policy on the Recruitment of Ex Offenders

The North Harris Trust (NHT) 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 Standard or Enhanced 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, job advert and any other information provided about the post.

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.

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

- Whether the conviction is relevant to the position 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 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 this policy and the Code of Practice, available to any applicant for a post with NHT that requires a disclosure.