



Recruitment of Ex-Offenders Policy



Statement

As an organisation using Disclosure Barring service to assess applicants' suitability for positions of trust, Opps Training 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.

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.

Opps Training is committed to the fair treatment of its staff and potential staff regardless of race, gender, religion, sexual orientation, age, disability 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 all candidates for interview based on their skills, qualifications and experience.

Method

All application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Having a criminal record will not necessarily bar someone from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

This policy is made available to all applicants at the outset of the recruitment process

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| Policy published date | June 2014 |
| Date of last review | March 2019 |
| Next review date | March 2020 |
| Person responsible for policy and review | Managing Director |