



1. Introduction

The [Company] OR [Org... job applicants and un... Applications are welcom... criminal records. Candi... qualifications, experie...

to equality of opportunity for all applicants for positions fairly. candidates, including those with interview based on their skills, of the post.

The [Company's] OR [O... depends on whether th... Rehabilitation of Offende... proportionate and releva...

towards employing ex-offenders exempt from the provisions of the... is only requested where it is... ed.

2. Jobs Covered by the R...

ers Act 1974

The [Company] OR [O... individual on account of a...

omatically refuse to employ an... ction.

During job interviews, convictions, but interview... interviewees to disclose...

sked to disclose any unspent... ut spent convictions or expect...

Interviewees should be a... the nature of the offence... [Company] OR [Organis... case and may not select...

conviction that is not spent and... or which they have applied, the... individual circumstances of the... ment.

3. Jobs that are Exempt f...

of Offenders Act 1974

If the job for which the [... excluded jobs listed in... Order 1975 or the Re... Exceptions) (Scotland) C... the candidate to declar... should expect to be ask... important that they are... [Company] OR [Organis... nature of the conviction is...

ation] is recruiting is one of the... offenders Act 1974 (Exceptions)... rs Act 1974 (Exclusions and... y] OR [Organisation] will require... spent or unspent. Interviewees... on they have declared and it is... ver in this regard. However, the... employ an individual unless the... which the individual has applied.

When the [Company] OR... individual, it will seek...

de an offer of employment to an... about that person's criminal...

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convictions and seek the Disclosure and Barring Service update service, the [Company] will, carry out a status check on any current certificate

to make a joint application to the Disclosure and Barring Service if an individual is a member of the DBS

4. Data Protection

The [Company] OR [Organization] will ensure that all information provided about an individual's background is used, stored and handled appropriately and in accordance with the Data Protection Policy. Data collected during the recruitment process will not be transferred for the purposes of completing the recruitment process. Information gathered during the vetting process will not be transferred to the HR file.

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Inappropriate access or use of personal data and should be reported immediately to the Data Protection Officer.

Unauthorised access to or use of personal data constitutes a data breach and should be reported immediately to the Data Protection Officer.

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