

Recruitment of ex-offenders

Introduction

Essex County Council (ECC) complies fully with the Disclosure and Barring Service's (DBS), [code of practice](#). ECC treats all applicants fairly. This includes assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions). Specifically ECC:

- will not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- will only ask an individual to provide details of convictions and cautions that ECC is legally entitled to know about
- will only ask an individual about convictions and cautions that are not protected.

Recruitment and Selection

ECC actively promotes equality of opportunity for all with the right mix of talent, skills and potential. We 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.

ECC will make sure that an application for a criminal record check is only submitted to the DBS when it's considered proportionate to the risk and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted for candidates who are offered the position.

We advise all candidates that failing to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. Open and measured discussion will take place on the subject of any offences or other matters that might be relevant to the position. ECC will discuss any matter revealed on a DBS certificate with the candidate before withdrawing a conditional offer of employment.

Training Commitment

ECC ensures that employees involved in managing compliance checks are suitably qualified to identify and assess the relevance and circumstances of offences. ECC will also ensure that hiring managers have access to appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

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