



POLICY ON THE RECRUITMENT OF EX-OFFENDERS

BLENKIN ASSOCIATES LTD

1. Blenkin Associates Ltd complies fully with the Recruitment and Employment Confederation Code of Practice in connection with the use of information provided to Blenkin Associates for the purposes of assessing a candidate's suitability for employment purposes or for the provision of services as a temporary worker. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed.
2. This policy is made available to all Disclosure applicants at the outset of the recruitment process.
3. Blenkin Associates Ltd is committed to equality of opportunity (see separate Equal Opportunities Policy), to following practices and to providing a service which is free from unfair and unlawful discrimination*. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability political opinion or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.
4. Blenkin Associates Ltd actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on those who meet the required standard of skills, qualifications and experience as outlined in the essential and desirable criteria.
5. We will request a CRB Disclosure only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position and having considered the relevant legislation which determines whether or not a Standard or Enhanced Disclosure is available to the position in question. Where a Disclosure is deemed necessary for a post or position, all applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that Blenkin Associates will request the individual being offered the position to undergo an appropriate CRB Disclosure check
6. In line with the Rehabilitation of Offenders Act, 1974 Blenkin Associates will only ask about convictions which are defined as "unspent" within the terms of that Act, unless the nature of the position is such that we are entitled to ask questions about an individual's entire criminal record.
7. We undertake to ensure an open and measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned eg the individual is applying for a driving job but has a criminal history of driving offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of employment.

8. Your organisation may consider discussing any matter revealed in a Disclosure Certificate¹ with the subject of that Disclosure before considering withdrawing a conditional offer of employment.
9. We ensure that all those in Blenkin Associates who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders
10. We undertake to make every subject of a CRB Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH BLENKIN ASSOCIATES LTD. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES OR OTHER INFORMATION CONTAINED ON A DISCLOSURE CERTIFICATE OR PROVIDED DIRECTLY TO US BY THE POLICE.

18TH June 2009

¹ We are only able to discuss what is contained on a Disclosure Certificate and not what may have been sent under separate cover by the Police.