



Policy Statement on the Recruitment of Ex-Offenders

As an organisation Newman University uses the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust. The University fully complies 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.

Newman University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical /mental disability or offending background.

This written policy statement on the recruitment of ex-offenders is available to all Disclosure applicants at the outset of the recruitment process.

The University actively promotes equality of opportunity for all with the right mix of talent, skills and potential and the organisation welcome applications from a wide range of candidates including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience.

Where a Disclosure is to form part of the recruitment process, all applicants invited to interview are encouraged to provide details of their criminal record at an early stage in the application process. It is requested that this information is sent under separate, confidential cover to the Human Resources Advisor at Newman University and it is guaranteed that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Newman University to ask questions about an applicants' entire criminal record, an individual will only be asked about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

The University ensures that all those involved in the recruitment process are suitably trained to identify and assess the relevance and circumstances of offences. They will have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, including the Rehabilitation of Offenders Act 1974.

At interview or in a separate discussion, an open and measured discussion will take place on the subject of any offences or other matter that may be considered relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

The University undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar prospective employees from working at Newman University. This will depend on the nature of the position and the circumstances and background of the offences.