

ADVICE SPACE POLICY ON THE RECRUITMENT AND ENGAGEMENT OF EX-OFFENDERS

1. Advice Space is an equal opportunities employer who strives to achieve a diverse and inclusive workforce. The Organisation is committed to attracting applicants with a wide range of skills and experience, which includes applicants with criminal records.
2. Advice Space undertakes to treat all applicants for employment and volunteering positions fairly and will not to discriminate against any applicant based on the disclosure of a criminal conviction that they may have.
3. Due to the nature of the work that the Organisation does, and the categories of service users that we support, the Organisation, in accordance with the Rehabilitation of Offenders (Northern Ireland) Order 1978, seeks self-disclosure on unspent convictions. If you're still in your rehabilitation period following a criminal conviction, your conviction is unspent. Any custodial sentence over 30 months stays unspent. Further information on calculating unspent convictions can be found here: <https://www.nidirect.gov.uk/articles/information-disclosed-criminal-record-check>
4. Disclosure of unspent convictions will only be sought from successful applicants to employment or volunteer positions after the selection stage of the recruitment process has been completed. The recruitment panel will not be involved in the conviction's disclosure process.
5. If an offer of employment/ volunteering is made to you, you will be asked to self-disclose whether you have any unspent criminal convictions and if so, what the nature of those convictions are. Your offer of employment/volunteering is conditional on this information being provided to the Organisation and honesty is encouraged. Failing to disclose unspent convictions may be considered a disciplinary issue.
6. Following receipt of this information, the Organisation will appoint a panel to consider the disclosures that you have made, if applicable. The panel will ensure an open, and transparent discussion with you on the subject of any unspent convictions that you may have and the impact, if any, these convictions may have on your suitability for the role that is offered.
7. If, having reviewed the nature of your convictions, the panel believe that there are concerns about your ability to safely or effectively carry out your duties, the decision may be made to withdraw the offer of employment/volunteering made. The panel will give due consideration to all the information available before a decision is made.
8. Advice Space encourages applicants from all backgrounds outlined above to consider joining our diverse staff and volunteer team. We wish to emphasise that having a criminal record will not automatically debar you from working with us and that in many circumstances, you will be able to commence employment with us even where you have unspent criminal convictions.