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## Recruitment for Ex-Offenders

1. Mind in Tower Hamlets and Newham recruit individuals with the right mix of experience, talent, skills and potential and welcome applications from all sections of the community, including those with a criminal record.
2. Mind in Tower Hamlets and Newham will accept all applicants for interview based on their skills, qualifications and experience.
3. We are committed to the fair treatment of our staff, potential staff and users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
4. Having a criminal record will not necessarily bar you from working for us. This will depend on the circumstances of the offence. The organisation will assess applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS). Mind in Tower Hamlets and Newham complies fully with Code of Practice (<https://www.gov.uk/government/publications/dbs-code-of-practice>) and undertakes to treat all applicants for positions fairly.
5. Mind in Tower Hamlets and Newham undertake not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.
6. Mind in Tower Hamlets and Newham can only ask an individual to provide details of convictions and cautions that Mind in Tower Hamlets in Newham are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1957 as amended, and where appropriate Police Act Regulations as amended).

7. Where completion of DBS check is a condition of an offer of employment, the job advertisement will specify this requirement.
8. We encourage applicants for such posts to provide details of their criminal record which are not protected in law at an early stage in the application process by completing the Rehabilitation of Offenders Act 1974 section.
9. This written policy on the recruitment of ex offenders will be made available to all DBS applicants at the start of the recruitment process.
10. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate 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 in the event of the individual being offered the position.
11. At the applicant's interview, or in a separate discussion, where the DBS search has revealed that the person seeking employment has committed a criminal offence, we will have an open and measured discussion with the person to conduct an objective assessment of the impact that this could have on their employment. The circumstances of the offence will be taken into account, the length of time that has elapsed, the age of the person when the offence occurred etc

If the assessment identifies that they are not suitable for the post then the conditional offer of employment will be withdrawn.