

Recruitment of Ex Offenders Policy

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GREATER MANCHESTER
FIRE AND RESCUE SERVICE

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As an organisation the Greater Manchester Fire and Rescue Service (GMFRS) is committed to ensuring that the right people with the right skills are employed by the organisation. We owe it to the communities we serve to ensure that vulnerable communities in particular are protected and that only those people who represent the GMFRS are of good character.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess an applicant's suitability for positions of trust, GMFRS complies fully with the CRB code of practice and undertakes not to discriminate unfairly against any subject disclosure on the basis of a conviction, caution or other information revealed.

GMFRS is committed to the fair treatment of its staff, potential staff and service users regardless of race, gender, religion, sexual orientation, responsibilities, disability or offending background.

This written policy on the recruitment of ex – offenders is made available via the Recruitment Web site to all potential applicants.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, the job advert will make it clear that a disclosure will be required as an integral part of the selection process. This will usually be as part of the final appointment stages.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process on the application form. We will ensure that this information will only be seen by those people who need to see it as part of the recruitment process.

Unless the nature of the position you are applying for allows Greater Manchester Fire and Rescue Service to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974. Exceptions to this will for example where the post requires the individual to work with vulnerable adults or young children.

We will ensure that the people who review any applications for employment where a criminal record has been disclosed are suitably trained to identify and assess the relevance and circumstances of offences. All decisions relating to a particular individual and their criminal record will be recorded and in cases where candidates are rejected statistics will be retained by the Recruitment Team for future review and evaluation.

Should a separate discussion need to take place with the candidate regarding his/her Criminal Record we will ensure that an open minded and measured discussion takes place on the subject of any offences or other confidential matters that may be relevant to the discussion. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Policy and a copy if available on the Recruitment Job Site.

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We undertake 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 any candidate from working for us. This will depend on the nature of the Conviction, the recency and the position applied for. This policy will be reviewed on an annual basis by the Human Resources Department.