

**THE MESSAGE TRUST**  
**RECRUITMENT OF EX OFFENDERS POLICY**

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, The Message Trust complies fully with the CRB 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 conviction or other information revealed.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide a range of candidates, including those with criminal records. We select all applicants for interview based on their skills, qualifications and experience.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at the outset of the recruitment process. We request on the application form that this information is sent under a separate confidential cover to a designated person within The Message Trust and we guarantee 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 The Message Trust to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in The Message Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. 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 Code of Practice and make a copy available on request.
- 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 you from working with us. This will depend on the nature of the position and the circumstances and background of your offence.