



Criminal Records Bureau

The post for which you are applying is subject to an Enhanced or Standard Disclosure check by the Criminal Records Bureau.

The Seren Group fully complies with the CRB Code of Practice in respect of the fair use of Disclosure information. A copy of the Code of Practice is available from the Human Resources Section. Please call 01633 233851 to request a copy.

Having a criminal record does not necessarily exclude you from applying to, or working for, the Seren Group. We look at each case on an individual basis. All we ask is that you are honest in the information you supply regarding any convictions.

Our policy on the recruitment of ex-offenders is detailed below.

Policy Statement on the Recruitment of Ex-Offenders and Criminal Records Bureau Disclosures

1. As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, The Seren Group complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly.
2. The Seren Group is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities of dependants, age, disability or offending background.
3. This is our written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience.

5. A Disclosure is only requested where one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application packs and job adverts will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage of the application process. This information will only be seen by those who need to see it as part of the recruitment process.
7. Unless the nature of the position allows the Group to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined by the Rehabilitation Act 1974.
8. We ensure that all those in the Group involved in the recruitment process have received appropriate guidance on the relevant legislation regarding the employment of ex-offenders, and are able to identify and assess the relevance and circumstances of offences.
9. 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 matters 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.
10. 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.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
12. Having a criminal record will not necessarily bar you from working with the Group. This will depend on the nature of the position and the circumstances and background of the offences.