

Disclosure of criminal records

Important information for candidates

Inclusion Alliance is exempt from the Rehabilitation of Offenders Act 1974 and all applicants must declare any convictions, past or pending.

All prospective employees are expected to reveal details of any unspent criminal convictions or any convictions pending. Failure to disclose such, or to supply misleading information, will be regarded as gross misconduct and will, normally result in dismissal.

In accordance with the Police Act 1997 Part V, successful applicants will be subject to an enhanced level disclosure check.

Applicants are therefore asked to bring two forms of identification with them to interview; the interview panel must verify these at the time of interview and take a photocopy. Preferred identification is a passport or driving licence with photo, or in the absence of these, a birth certificate. Proof of address should be a utility bill, bank or mortgage statement.

When a decision has been made to appoint somebody, an enhanced disclosure form is sent to the candidate asking for their approval to proceed with the disclosure. When this is returned to Inclusion Alliance, the Manager (lead signatory) will complete the relevant sections and send the application to Disclosure Scotland.

When the disclosure is received the Manager will contact the Recruitment panel to discuss the results. Depending on the results, the candidate can move to the next stage of the recruitment process or, alternatively, should the disclosure be unsatisfactory, a letter withdrawing the offer of employment will be sent, stating the reasons why.

Inclusion Alliance's Policy on Recruitment of Ex-Offenders and Policy on the Secure Handling, Use, Storage and Retention of Disclosure information must be adhered to at all times during the recruitment process.