



## Recruitment of Ex-Offenders

The [Code of Practice](#) ("the Code") is published by Scottish Ministers under section 122 of Part V of The Police Act 1997 ("the 1997 Act"). The Code identifies obligations which registered bodies, counter signatories and other recipients of disclosure information issued under the 1997 Act and the Protection of Vulnerable Groups (Scotland) Act 2007 ("the 2007 Act").

As an organisation using Disclosure Scotland to assess applicants' suitability for positions of trust, Glasgow Life complies fully with the [Code](#), 1997 and 2007 Acts 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 a conviction or other information revealed.

We will provide a copy of this policy and the [Code](#) to anyone who asks to see it.

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, including those with criminal records. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of offending background. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure Scotland check is only requested after a thorough risk assessment has indicated that it is both proportionate and relevant to the particular position or type of regulated work concerned. For those positions where a Disclosure Scotland check is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure/PVG will be requested in the event of the individual being offered the position.

We will ask individuals to complete a criminal conviction self-declaration form. We will stress to individuals to be honest in their response and ask that this form is returned to a designated person within our organisation. We guarantee that this form will only be seen by those who need to see it as part of the recruitment process.

Where a disclosure application is deemed necessary, individuals will be made aware that the position will be subject to a Disclosure Scotland check and that the nature of the work entitles us to ask about spent and unspent convictions.

We ensure that all those in Glasgow Life 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. 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 any 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 undertake to discuss any matter revealed in a Disclosure check 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 offences.