

## **Recruitment of Ex-Offenders Policy**

Wolverhampton City Council will not discriminate against job applicants on the grounds of previous criminal convictions that have no relevant bearing on the post being applied for.

However, in order to protect vulnerable client groups from possible harm or abuse, Wolverhampton City Council will undertake specific measures, within the recruitment and selection procedure, to check the suitability of prospective employees who would be working with these groups.

## **Rehabilitation of Offenders Act 1974**

If the post for which you are applying is 'excepted' from the Rehabilitation of Offenders Act, you will be subject to a criminal convictions check.

Posts 'excepted' from this Act include those involved in working with children or other people in vulnerable groups. The Act requires you to disclose any conviction, caution, reprimand or final warning, including 'spent convictions', if you are selected for appointment to such a post.

If the post for which you are applying requires such a Disclosure, there will be a separate leaflet with your application pack, giving more information.

Applicants to posts that would not normally be subject to criminal conviction checks (but will be subject to standard recruitment and selection procedures), will not be asked to declare previous convictions. However, if they voluntarily choose to do so, the information will be treated in confidence and applicants will be chosen on merit.