

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- St. Francis Xavier College uses the services of the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of Trust. SFX complies fully with the DBS 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.
- St. Francis Xavier is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, responsibilities for dependants, age, physical/mental disability or offending background.
- 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 select all candidates for interview based on their skills, qualifications, and experience.
- A copy of the DBS Code of Practice or the College's Equal Opportunities Statement is available upon request from the Human Resources Department.
- The applicant is required to disclose, on the application form, if he/she has any convictions, cautions or binding over, including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974 but having a criminal record will not necessarily bar the applicant from working with us'.
- If the applicant is short-listed, they will be required to provide details of their criminal record, to the Head of Human Resources, in an open and measured discussion on the subject of the offences. Failure to reveal full information will lead to withdrawal of an offer of employment.
- On offer of appointment, a Disclosure and Barring Service Disclosure will be applied for by the College.
- 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(s).

If you are convicted of a crime during your employment with St. Francis Xavier College you must declare this conviction to your employers without delay.