

ESFRS 'Recruitment of Ex-offenders' Statement

- ESFRS, as an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), ESFRS complies fully with the [Code of Practice](#) and undertakes to treat all applicants for positions fairly.
- ESFRS undertakes not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.
- ESFRS can only ask an individual to provide details of convictions and cautions that ESFRS are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- ESFRS can only ask an individual about convictions and cautions that are not protected.
- ESFRS is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- ESFRS has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- ESFRS actively promotes 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.
- ESFRS select all candidates for interview based on their skills, qualifications, and experience.
- An application for a criminal record check is submitted to DBS after a thorough risk assessment has indicated the level of the check proportionate and relevant to the position concerned. Please note: all roles at ESFRS are subject to a DBS or Non-Police Vetting Check, (NPPV).
- The level of the necessary DBS or NPPV check is stated within all job adverts and/ or job descriptions and contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- ESFRS ensures that all those in ESFRS who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- ESFRS also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974. Please email hr@esfrs.org for a copy of the full DBS Policy.
- At interview, or in a separate discussion, ESFRS ensures that an open and measured discussion takes place about any offences or 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.

- ESFRS makes every subject of a criminal record check submitted to DBS aware of the existence of the [Code of Practice](#), (available at www.gov.uk and on the ESFRS Recruitment page), and a copy can be made available by emailing hr@esfrs.org with your request.
- ESFRS undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.
- When further clarification is needed, EFRS can refer to the regulations relating to regulated activity and the DBS workforce guidance which outlines the circumstances a check can be made.