Recruitment of Ex Offenders

This policy is made available to all applicants at the outset of the recruitment process.

* Northern Ireland Hospice (NIH) is committed to equality of opportunity and to providing a service which is free from discrimination.
* NIH welcomes applications from a wide range of candidates, including those with criminal records.
* The selection of candidates for interview will be based on those who meet the required standard of skills, qualifications and experience as outlined in the volunteer role criteria.
* NIH will request an Access NI Disclosure where this is considered relevant.
* All roles which are in regulated activity will require an enhanced check. These roles will also require a check of the Disclosure and Barring Service (DBS) Barred list.
* Where an Access NI Disclosure is deemed necessary, all applicants will be made aware during the recruitment process.
* NIH will only ask about convictions which are defined as “not protected” for the purposes of obtaining a Standard or Enhanced disclosure.
* NIH undertake to ensure an open discussion on any offences or other matters that might be considered relevant for the position concerned.
* Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer to volunteer at NIH.
* NIH may consider discussing any matter revealed in a Disclosure Certificate. NIH are only able to discuss what is contained on a Disclosure Certificate.
* NIH will make the AccessNI Code of Practice available to applicants on request.

Having a criminal record will not necessarily debar you from working with NIH. Final decisions will depend on:

* The nature of the position
* The circumstances and background of your offences
* Other information contained on a disclosure certificate or provided directly to us by the police.