



23 Bridge Street  
Lisburn  
County Antrim  
BT28 1XZ  
CHARITY NO: NIC101239

*"Addressing alcohol and drug related issues: reducing harm and supporting positive change"*

**T:** 0800 2545123  
**F:** 028 9260 3874  
**E:** info@ascert.biz  
**W:** www.ascert.biz

**REFERENCES**

Please note that we will only request referee details if you are successful for this post and any job offer will be subject to a successful reference check. At that point you will be asked to provide details of two referees and one must be from your current or most recent employer.

**RESTRICTIONS ON EMPLOYMENT**

Please note if you are successful at interview ASCERT will need to check you are eligible to work in the UK and view and take copy of original right to work documentation.

**DISCLOSURE OF CRIMINAL CONVICTIONS**

ASCERT is committed to appointing the best person for the job and to ensuring an equal opportunity, non-discriminatory working environment. Information about criminal convictions is requested before appointment and will be taken into account only when the conviction is considered relevant to the post.

If you get selected before appointment you will be asked to disclose any criminal convictions **including** those which are considered 'spent' under the Rehabilitation of Offenders (NI) Order 1978. Under this legislation ASCERT is considered an excepted employer due to the nature of its work with children, young people and vulnerable adults, and as such all criminal convictions may never be regarded as spent and must be disclosed when applying for a post. Having convictions will not necessarily debar you from being appointed.

**Information on the Rehabilitation of Offenders (NI) Order 1978**

The Rehabilitation of Offenders (Exceptions) Order (NI) 1979 (amended by 1987, 2001 and 2003 Orders)

**'Excepted Posts'**

A range of occupations are exempted from the legislation relating to 'spent' convictions. For these posts, applicants **MUST** disclose information on both "spent" **AND** "unspent" convictions. The list of posts is extensive and can be summarised as follows:

- WORK THAT INVOLVES CONTACT WITH CHILDREN OR YOUNG PEOPLE OR VULNERABLE ADULT GROUPS – e.g. provision of health care or social services, work with children such as youth work, education, or with adults with learning disabilities, mental illness, the elderly.
- PROFESSIONS THAT ARE REGULATED BY LAW - e.g. medical practitioner, nurse, chemist, optician, accountant, manager of an insurance company.

- POSTS INVOLVING NATIONAL SECURITY e.g. security personnel or senior civil service posts.
- POSTS CONCERNED WITH ADMINISTRATION OF JUSTICE e.g. police officers, solicitors, probation officers, traffic wardens, judges, prison officers.

Some posts within ASCERT can involve contact with children, young people or vulnerable adults, therefore posts can be subject to an enhanced Access NI check. If requested, **you are required to disclose all convictions.**

For confidential advice or information please contact NIACRO's Employment Advice Line on Tel: 028 9032 0157.

### **ASCERT Policy on the recruitment of ex-offenders**

#### **Policy Statement**

1. ASCERT complies fully with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by AccessNI under Part V of the Police Act 1997, for the purposes of assessing Applicant's suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed. A copy of the code of practice is available to download on the AccessNI website <http://www.nidirect.gov.uk/accessni>.

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

3. ASCERT are committed to equality of opportunity (see separate Equal Opportunities Policy) to following practices, and to providing a service which is free from unfair and unlawful discrimination\*. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability political opinion or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.

4. ASCERT actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and 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 essential and desirable criteria.

5. We will request an AccessNI Disclosure only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position and having considered the relevant legislation which determines whether or not a Standard or Enhanced Disclosure is available to the position in question. Where an AccessNI Disclosure is deemed necessary for a post or position, all applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that ASCERT will request the individual being offered the position to undergo an appropriate AccessNI Disclosure check .

6. In line with the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979 (as amended in 2014), ASCERT will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure.

7. We undertake to ensure an open and measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned e.g. the individual is applying for a driving job but has a criminal history of driving offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of employment.

8. ASCERT may consider discussing any matter revealed in a Disclosure Certificate. We are only able to discuss what is contained on a Disclosure Certificate, and not what may have been sent under separate cover by the Police, with the subject of that Disclosure before considering withdrawing a conditional offer of employment.

9. We ensure that all those in ASCERT who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders (Northern Ireland) Order 1978).

10. We undertake to make every subject of an AccessNI Disclosure aware of the existence of the Code of Practice, and to make a copy available on request. **HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH ASCERT. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES OR OTHER INFORMATION CONTAINED ON A DISCLOSURE CERTIFICATE OR PROVIDED DIRECTLY TO US BY THE POLICE.** \*We are only able to discuss what is contained on a Disclosure Certificate and not what may have been sent under separate cover by the Police.

### **ASCERT Security Policy**

In seeking to ensure compliance with the AccessNI Code of Practice, ASCERT implements the following steps when handling and storing Disclosure information. ASCERT will ensure that:

1. Disclosure information is not passed to persons who are not authorised to receive it under section 124 of Part V of the Police Act;
2. Disclosure information is available only to those in the organisation who need to have access in the course of their duties;
3. it will not retain Disclosure certificates for longer than is required for the particular purpose. This will be no longer than six months after the date on which recruitment or other relevant decisions have been taken; or after the date on which any dispute about the accuracy of the Disclosure information has been resolved. This period will only be exceeded in very exceptional circumstances which justify retention for a longer period;
4. all sensitive and personal Disclosure information is stored when not in use in a locked and non-portable container in a secure environment;
5. it co-operates with AccessNI to undertake assurance checks as to the proper use and safekeeping of Disclosure information; and
6. it reports to AccessNI any suspected malpractice in relation to this policy or any suspected offence concerning the handling or storage of Disclosure information.