**Criminal record risk assessment for jobs covered by the Rehabilitation of Offenders Act**

**- for completion by line manager**

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be considered on an individual basis and will take the following into consideration:

|  |  |
| --- | --- |
| Name of candidate |  |
| Role for which candidate applied |  |
| The age of the applicant at the time of the offence(s) |  |
| Date and nature of conviction |  |
| Does the applicant have a pattern of offending behaviour |  |
| The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned |  |
| Is the conviction relevant to the position applied for |  |
| Has the applicant made any changes to their lifestyle/taken steps to ensure that there is no repeat of such a conviction |  |

Based on the above and after discussions with HR I propose to;

1. Proceed with the appointment
2. Not proceed with the appointment

Name of Recruiting Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_