



Northern Ireland
Assembly

Staff Handbook

Section 1.08

Policy on the Recruitment of Ex-Offenders

Contents

Related Policies 4

1. The Northern Ireland Assembly Commission (the Assembly Commission) complies fully with the Service Level Agreement, 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 purpose of assessing Applicant's suitability for employment. The Assembly Commission treats all applicants for employment fairly and does not discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed. This is made clear in the Information for Applicants provided as part of all recruitment competitions.
2. The Assembly Commission is committed to equality of opportunity (the [Equal Opportunities Policy](#)) and to having policies and procedures which are free from unfair and unlawful discrimination. Such policies and procedures 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.
3. The Assembly Commission actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of applicants. This includes those with previous criminal convictions. The selection of applicants for interview is based on those who meet the required standard of skills, qualifications and experience as outlined in the essential and desirable criteria.
4. The Assembly Commission has determined that, for most posts within the Assembly Secretariat, AccessNI Basic Check is proportionate and relevant to the duties of the posts. For a small number of posts with direct involvement with children, young people and/or vulnerable adults, the Assembly Commission has determined that Enhanced Check is necessary.
5. 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 check and that the Assembly Commission will request the individual being offered the position to undergo an appropriate AccessNI Disclosure check.

6. In the event of a Disclosure, the Assembly Commission undertakes to ensure an open and measured discussion on the subject of any disclosures or other matters that might be considered relevant to the position applied for and notes the decision. Such discussions are taken forward by an experienced panel of individuals who have received appropriate legal guidance relating to the employment of ex-offenders.
7. Failure by an applicant to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of employment.
8. Having a criminal record will not necessarily debar you from employment with the Assembly Commission. This will depend on the nature of the position, together with the circumstances and background of your offences.
9. This Policy is effective from December 2020 and will be kept under review by the Human Resources Office.

Related Policies

- [Recruitment and Selection Procedures](#)
- [Security Clearance Policy](#)