

	Title: Organization	Cycling Ulster Policy on the Recruitment of Ex-Offenders Cycling Ulster	
Responsibility:	Executive	Status:	Version 1.1 Revised – June 2008

Objectives: Equality of Treatment

1. Cycling Ulster undertakes to treat all applicants for positions fairly whether these are paid or voluntary positions. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
2. Cycling Ulster is committed to the fair treatment of its staff, potential staff, volunteers or users of its service, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. We actively promote 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. We select all candidates for interview based on their skills, qualifications and experience.

Request for a Disclosure

1. A disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. **It is foreseen that all those who wish to act as coaches will be required to complete a disclosure form.** For those positions where a disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a disclosure will be requested in the event of the individual being offered the position.
2. Where a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Cycling Ulster and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
3. Unless the nature of the position allows Cycling Ulster to ask questions about your entire criminal record, we only ask about 'unspent' convictions.
4. We ensure that all those in Cycling Ulster who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure 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.

At interview or when receiving a disclosure which shows a conviction, we will take into consideration :-

- Whether the conviction is relevant to the position being offered
- The seriousness of the offence revealed
- The length of time since the offence took place
- Whether there is evidence of a pattern of offending behaviour
- Whether the applicant's circumstances have altered since the offence took place.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

	Title: Organization	Cycling Ulster Policy on the Recruitment of Ex-Offenders Cycling Ulster	
Responsibility:	Executive	Status:	Version 1.1 Revised – June 2008

We make every applicant for a post in Cycling Ulster aware of this policy and provide a copy for any post which requires a disclosure.

Having a criminal record will not necessarily bar you from working with us.

This will depend on the nature of the position and the circumstances and background of your offences.

Chairman



Tommy Lamb

Honorary Treasurer



Oliver Hunter

Executive Officer



Anthony Mitchell