

## ULSTER UNIVERSITY PROCEDURES FOR THE RECRUITMENT OF EX-OFFENDERS

1. Ulster University (the University) complies fully with [Access NI's 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 Access Northern Ireland under Part V of the Police Act 1997, for the purposes of assessing an applicant's suitability for employment or study purposes, voluntary positions, licensing and other relevant purposes.
2. The University undertakes to make every subject of an AccessNI disclosure aware of the existence of the Code of Practice, and to make a hard copy available on request.
3. The University's Procedures for the Recruitment of Ex-Offenders (the "**Procedures**") will be made available to all disclosure applicants at the outset of the recruitment process.
4. The University undertakes 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.
3. The University is committed to equality of opportunity, and to providing a service which is free from unfair and unlawful discrimination and will 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. This is outlined in the University's [Equal Opportunities Policy](#).
4. The University 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. The University will request an AccessNI disclosure check 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 a disclosure check 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 the University will request the individual being offered the position to undergo an appropriate AccessNI disclosure check.
6. In line with the [Rehabilitation of Offenders \(Northern Ireland\) Order 1978](#) (the Order) the University will only ask about convictions which are defined as "unspent" within the terms of that Order, unless the nature of the position is such that the University is entitled to ask questions about an individual's entire criminal record.

7. The University undertakes 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 or study.
8. The University may consider discussing any matter revealed in a disclosure certificate with the subject of that disclosure before considering withdrawing a conditional offer of employment or study. The University is only permitted to discuss what is contained on a disclosure certificate and not what may have been sent under separate cover by the police.
9. The University will ensure that any of its employees who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of disclosure information. The University will also ensure that employees have received appropriate guidance and training in the relevant legislation detailed in the Order.
10. The University will ensure that this Policy and the appropriate procedures are implemented and disseminated and are kept under regular evaluation and review.
11. If you have any questions or require any further information about this Policy, please contact the University Secretary in the first instance. Contact details are available in Appendix 1 below.

**HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH ULSTER UNIVERSITY. 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.**

## APPENDIX 1

### CONTACT DETAILS

University Secretary	Clare Jamison Office of the University Secretary Ulster University Cromore Road Coleraine BT52 1SA  Tel: 028 7012 3502 Email: <a href="mailto:c.jamison@ulster.ac.uk">c.jamison@ulster.ac.uk</a>
Policy Co-ordinator	Elinor Byrden Room J314 Office of the University Secretary Ulster University Cromore Road Coleraine BT52 1SA  Tel: 028 7012 3354 Email: <a href="mailto:e.bvrden@ulster.ac.uk">e.bvrden@ulster.ac.uk</a>
Policy Co-ordinator	Azlina Cohen Room J302 Office of the University Secretary Ulster University Cromore Road Coleraine BT52 1SA  Tel: 028 7012 4403 Email: <a href="mailto:a.cohen@ulster.ac.uk">a.cohen@ulster.ac.uk</a>