

STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

1. NHS Fife complies fully with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to the registered person and other recipients of information by Disclosure Scotland Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of Trust. We undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.
2. We are committed to equality of opportunity, to following practices, and to providing a service that 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 or offending background or is disadvantaged by any condition which cannot be shown to be relevant to performance.
3. NHS Fife 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 skills, qualifications and experience.
4. We will request a 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. Where a Disclosure is deemed necessary for a post or position, all applicants will be advised that a Disclosure will be requested in the event of the individual being offered the position.
5. Where a Disclosure check is to form part of the Recruitment process,
the applicant must complete the appropriate level of check at the
time the offer of employment is made.
6. In line with the Rehabilitation of Offenders Act 1974, NHS Fife will ask about convictions which are "unspent" in terms of this Act, unless the nature of the position is such that we are entitled to ask questions about an individual's entire criminal record.

Applicants for posts defined in Appendix 4 will be required to provide information about their entire criminal record.