

### **Jobs covered by the Rehabilitation of Offenders Act 1974**

APG will not automatically refuse to employ a particular individual just because they have a previous criminal conviction. During job interviews, APG will ask job applicants to disclose any unspent convictions but will not ask job applicants questions about spent convictions, nor expect them to disclose any spent convictions.

If an applicant has a conviction that is not spent and if the nature of the offence is relevant to the job for which they have applied, APG will review the individual circumstances of the case and may, at its discretion, decline to select the individual for employment.

### **Jobs that are exempt from the Rehabilitation of Offenders Act 1974**

If the job into which the Group is seeking to recruit is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 [or the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013], the Group will require the applicant to disclose all convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed, depending on the job concerned).

Even in these circumstances, however, APG will not refuse to employ a particular individual unless the nature of the conviction has some relevance to the job for which the individual has applied. Furthermore, if the job is exempt, APG will, once it has selected the person to whom it wishes to offer employment, seek documentary evidence about that person's criminal convictions. The Group will seek the applicant's agreement to make a joint application to the Disclosure and Barring Service (DBS) for a standard, enhanced or enhanced with DBS barred lists check (as appropriate). APG will reimburse the individual the fee for obtaining the appropriate criminal records certificate. Where the individual is member of the DBS update service, APG will, with their permission, carry out a status check on any current certificate.