

**Redcar & Cleveland Mind, 6-8 West Dyke Road, REDCAR, TS10 1DZ**

**Tel: 01642 296052 E-mail:** [info@randcmind.org](mailto:info@randcmind.org)

*Date as postmark*

Dear applicant

Thank you for your interest in the post of Something in Mind Manager.

With this letter you will find the following enclosures:

Job Description & Person Specification

Summary of Main Terms & Conditions of Employment

Additional Information

Guidance Notes on completing the Application Form

Application Form

Monitoring Form

Policy regarding the Recruitment of Ex-offenders

Completion of the Application Form:

Please read the Guidance Notes carefully to enable you to complete your application. Selection for interview and appointment will be made on the basis of the **Person Specification**. Please ensure that in filling in the application form you relate your skills, knowledge and experience to the points on the Person Specification. *Please do not send curriculum vitae or other enclosures as they cannot be considered.*

No acknowledgement of receipt of the completed application form will be sent, but confirmation of receipt may be obtained by telephoning Redcar & Cleveland Mind on (01642) 296052.

**Any offer of employment will be subject to Disclosure & Barring Service checks and subsequent re-checks.** Applicants can request a copy of the DBS Code of Practice if they so wish. Please find attached our policy relating to the recruitment of ex-offenders.

Please return your application to Redcar & Cleveland Mind, 6-8 West Dyke Road, Redcar, TS10 1DZ marked ‘confidential’ for the attention of the Social Enterprise Coordinator or email to info@randcmind.org.

Once again, thank you for your interest.

Yours sincerely



Nick Murray

Social Enterprise Coordinator, Redcar & Cleveland Mind

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STATEMENT OF MAIN TERMS OF EMPLOYMENT

This Statement, together with the Employee Handbook, forms part of your Contract of Employment (except where the contrary is expressly stated) and sets out particulars of the main terms on which Redcar & Cleveland Mind, 6-8 West Dyke Road, Redcar, TS10 1DZ employs XXX

Your employment began on XXX

*No previous employment counts as part of your period of continuous employment.*

Your specific job is a funded post and your continued employment is dependent upon receipt of funding, which is subject to regular review by the funding bodies and may be withdrawn.

JOB TITLE XXX

PLACE OF WORK

You will be required to work from Redcar & Cleveland Mind premises and at various outreach locations where we have services if this is deemed appropriate to your role.

HOURS OF WORK

Your hours of work are XXX per week, flexible as required by the needs of the organisation, with the appropriate unpaid break each day. You may be required to work additional hours when authorised and as necessitated by the needs of the business.

REMUNERATION

Your salary is currently £XXX per annum payable monthly in accordance with the NJC pay scale by credit transfer. If you work in excess of your contracted hours you may take the equivalent time off in lieu as mutually agreed.

COLLECTIVE AGREEMENTS

No collective agreements directly affect your terms and conditions of employment.

ANNUAL LEAVE AND PUBLIC/BANK HOLIDAYS

Annual leave entitlement will be 30 days per year plus statutory and public holidays based on full time employment of 35hrs. This will be pro rata for posts of less than 35hrs. Your holiday year begins on 1st April and ends on 31st March each year.

In your first holiday year your entitlement will be proportionate to the amount of time left in the holiday year.

Conditions relating to the taking of holidays are shown in the Employee Handbook to which you should refer.

In addition to the annual holiday entitlement you are allowed the following public/bank holidays each year with pay:- New Year's Day, Easter Monday, Good Friday, The first Monday in May, The last Monday in May, The last Monday in August, Christmas Day & Boxing Day.

In the event of termination of employment holiday entitlement will be calculated as 1/12th of the annual entitlement for each completed month of service during that holiday year and any holidays accrued but not taken will be paid for. However, in the event of you having taken any holidays in the current holiday year, which have not been accrued pro-rata, then the appropriate payments will be deducted from your final wages/salary.

SICKNESS PAY AND CONDITIONS

We have a contractual sick/injury pay scheme (inclusive of SSP) which provides payment during periods of certificated sickness as follows:-

In addition to the entitlements under the statutory provisions an employee is, in any 12 consecutive months, permitted:-  
  
During the first year of service: 2 weeks full pay, after 4 months service this will rise to include an additional 4 weeks half pay (less any SSP or NI benefits).  
  
During the second year of completed service: 4 weeks full pay and 4 weeks half pay (less any SSP or NI benefits).  
  
During the third year of completed service: 8 weeks full pay and 8 weeks half pay (less any SSP or NI benefits).  
  
During the fourth and fifth years of completed service: 10 weeks full pay and 10 weeks half pay (less any SSP or NI benefits).  
  
After 5 years of completed service: 12 weeks full pay and 12 weeks half pay (less any SSP or NI benefits).

Qualification of Entitlement

Any previous period of sickness absence for which benefit was payable in 12 months preceding the first pay of a new period of absence will be counted against the above limits for the latest absence.

If, during a period of absence, an employee’s service reaches a new qualification period, the duration of payment will be based on the newly acquired qualification.

Sickness during Annual Leave

When sickness accruing payments under these provisions occurs during annual leave, the employee will be credited with the equivalent number of day’s annual leave to be taken at a later date.

Conditions relating to the above are shown in the Employee Handbook to which you should refer.

CAPABILITY AND DISCIPLINARY PROCEDURES

The disciplinary rules that form part of your contract of employment and the procedures that will apply when dealing with capability or disciplinary issues are shown under the headings “Capability Procedures” and “Disciplinary Procedures” in the Employee Handbook to which you should refer.

CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

Should you be dissatisfied with any decision to take action or dismiss you on capability/disciplinary grounds, you should apply, either verbally or in writing, to the Chair of the Board of Directors within five working days of the decision you are complaining against.

Further information can be found in the Employee Handbook under the heading “Capability/Disciplinary Appeal Procedure” to which you should refer.

GRIEVANCE PROCEDURE

Should you feel aggrieved at any matter relating to your employment, you should raise the grievance with the Chief Executive Officer, either verbally or in writing. Further information can be found in the Employee Handbook.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER

* Under 1 month’s service - Nil.
* 1 month up to successful completion of your probationary period - 1 week.
* On successful completion of your probationary period but less than 5 years service - 1 month.
* 5 years service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE

* Under 1 month’s service - Nil.
* 1 month to successful completion of your probationary period - 1 week.
* On successful completion of your probationary period - 1 month.

We reserve the contractual right to give pay in lieu of all or any part of the above notice by either party.

PENSION AND PENSION SCHEME

There is a pension scheme applicable to your employment. Further details are available from the Business Admin & Finance Officer. A Pensions Scheme contracting-out certificate is not in force in respect of your employment.

...................................................................... .......................................... (Date)

*For and on behalf of the Employer*

I acknowledge receipt of this statement and agree that, for the purpose of the Working Time Regulations, any applicable entitlements and provisions constitute a Relevant Agreement.

...................................................................... (*Employee*) .......................................... (Date)



##### Guidance Notes for completing the application form

***Please take time to read these notes***

It is our intention to appoint the most suitable candidate for every vacancy in accordance with our Recruitment, Selection & Induction Policy & Procedures. To do this fairly, we need all applicants to provide relevant information about themselves. This information should be based on the criteria listed in the enclosed person specification and related to the job description.

Please remember that we are not able to consider previous applications from, or personal knowledge of, you. This means that if you already work for Redcar & Cleveland Mind, either on a paid or voluntary basis, we will not take account of your personal file or refer to your manager unless you have asked them to provide a reference for you (see Section B).

The information you provide in this application form is the only information we will use in deciding whether or not you will be shortlisted for an interview and it will also be used as a basis for the interview itself. Your application form is therefore very important and the following advice is designed to help you complete it as effectively as possible.

**Job Description**

A full job description for the post is enclosed. As well as setting out the job tasks, this provides information on general conditions of service, salary and closing date for the receipt of applications, etc. Additional information about Redcar & Cleveland Mind and the vacancy may also be enclosed in respect of the particular department or work area. Please read this information carefully.

**The Person Specification**

As part of our policy, all selection panels agree what skills, experience and abilities are necessary for the postholder to undertake the tasks outlined in the job description. These selection criteria are based on the job description and are monitored to ensure panels only require skills, abilities or experiences which are absolutely necessary to enable the postholder to undertake all the job tasks. Please look at this carefully so that you know what the job involves and the range of expertise required. Think about why you are interested in the job.

**Completing the form**

* Please complete all sections of the form.
* You may find it helpful to do a rough draft first to avoid mistakes, repetitions, etc.
* Ensure the information you give is well organised and relevant.
* The most useful section of the form is that headed ‘Post for which application is made’. This should be used to tell us how you think you meet each of the selection criteria listed on the person specification. Draw particular attention to experience, skills, and achievements, knowledge gained in past employment (including community/voluntary work, work in the home or leisure interests) or other activities relevant to the job.
* Give examples of work you have been involved in and write in a positive way (e.g. I was responsible for …. I organised …). Always remember to specify your own responsibilities rather than those of your section or department.
* It would be useful for shortlisters if you used headings for each criterion listed and demonstrate how you feel you meet each requirement. If it is not apparent from your application that you meet these requirements, you are unlikely to be shortlisted.

The most important thing is to tell us – panels will not guess or make assumptions.

**Curriculum Vitae (i.e. narrative account of working life to date)**

CVs will NOT be accepted. You must complete the application form in full so that we receive the same type of information from all applicants and so that you directly address the selection criteria.

**Application form Section B: References**

* On the application form you are asked to provide the names and addresses of two referees. One of these should be your most recent employer/supervisor. The second should preferably someone who knows you in a work capacity, whether that work is paid/voluntary/education.
* References will not be taken up until an offer of employment has been made.

**Application form Section C: Equal Opportunities Monitoring**

Redcar & Cleveland Mind is committed to equal opportunities in our recruitment process. In order to find out how well we are doing we need to collect monitoring data as explained below:

* **Race:** We are using the 16 categories recommended by the Commission for Racial Equality. This means we compare our workforce profile to other organisations and the national and local population more meaningfully. If particular groups are under represented we can take steps to address this.
* **Age:** This information will help us find out if our workforce includes people from across the age range.
* **Sexuality & Religion:** The aim is to check that we are an inclusive employer.
* **Disability:** A key aim of the Disability Discrimination Act 2005 was to make sure disabled people have an equal chance of getting into and staying in employment. As an employer Redcar & Cleveland Mind has adopted the social model of disability and defines a disabled person as anyone who considers themselves disabled and experiences social barriers to entering or participating in employment.

It is important for you to let us know if you have any individualised needs if you are disabled for the purposes of this recruitment process, for example, in relation to the completion of the application form; for the interview where assessment exercises are included; in general, for the purposes of attending the interview (e.g. physical access, communication support, personal support). The Chief Executive Officer will contact you in confidence if you have identified any reasonable adjustments.

If you tell us you are disabled we will make reasonable adjustments to your working arrangements wherever possible. Examples of reasonable adjustments may include; provision of equipment or support; changes to working arrangements, duties or hours.

If you are successful in your application the Chief Executive Officer will contact you in confidence to discuss any reasonable adjustments you identify.

* **Lived Experience of Mental Illness:** Redcar & Cleveland Mind recognise the unique value that employees with lived experience of mental illness bring to the organisation, at all levels. The insight and opportunities for learning from employees with lived experience is central to our values as a mental health organisation. If you require any adjustments to your working arrangements or require support this can be recorded on the form and the Chief Executive Officer will contact you in confidence to discuss this further should you be successful in your application.

**Confidentiality**

The information that you give us will be regarded as confidential. It will be held securely by the Board of Directors for monitoring and reporting purposes. All information will be retained in accordance with the Data Protection Act 1998.



##### Application for employment

### Please type or write in black ink

**Section A:**

Application for appointment of (please state job title and reference number if applicable):

|  |
| --- |
|  |

Personal details (in block letters)

|  |
| --- |
| Surname: Initials: |

|  |
| --- |
| Address:  Telephone no:  Home: Mobile: Work (inc ext):  Email address: |

# Education and training

Please give details of your educational qualifications and training, including subjects taken and short courses where appropriate. You may be required to provide proof of qualifications and training courses.

|  |
| --- |
| Please continue on separate sheet(s) if necessary |

**Current and previous employment**

(Please include paid, unpaid work and please also explain any gaps in employment)

# Present or most recent employer/organisation

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address | Job title and brief details of responsibilities | From | To |
|  |  |  |  |

# Previous employers/organisations

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

Present grade and salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Post for which application is made:

Please tell us how you meet each of the criteria listed on the person specification for this post. You can include information from both inside and outside paid work as transferable skills are taken into consideration. The information you provide will be the basis for shortlisting. **Please read the** **guidance notes for completing the application form**enclosed with your application pack.

|  |
| --- |
| Please continue on the back of this page if necessary. |

# Continuation page

Please continue on separate sheet(s) if necessary.

Please remember to sign your form as indicated.

I confirm that to the best of my knowledge all information I have given in my application is correct and can be treated as part of any subsequent contract of employment. Any false, deliberate omission or misleading information may be sufficient cause for rejection or, if employed by Mind, to be dismissed.

I agree Mind can approach any of my previous employers for a reference to confirm that any information given in relation to my application is correct. I give Mind my consent to using my personal data for personnel, management and monitoring purposes.

Please tick the box to agree with the above statement:

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please ensure this section is returned with your monitoring form. Thank you.



Section B:

This section will be detached and will not be seen by the selection panel. It will only be used where the selection panel has decided to make an offer of employment. Please ensure this section is returned with your application form. Thank you.

# Referees

Please give the names, **emails** and postal addresses of two referees, who should not be related to you, one of whom should be your present or most recent employer or supervisor (where applicable). **Referees will not be taken up until an offer of employment has been made.**

|  |  |
| --- | --- |
| Employer/supervisor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact tel no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Email address** ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (b)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact tel no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Email address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Criminal convictions**As part of its equal opportunities policy, Mind wishes to ensure that it does not discriminate against ex-offenders. However, we recognise that some of our posts, for example those concerned with handling sums of money, involve matters where an ex-offender might be in a potentially vulnerable position unless consideration of the person’s background has been made. For this reason we ask you to complete the following section:

Have you ever been convicted of a criminal offence? Yes No

If your answer was yes, please give details of date(s) of offences(s), nature of offence(s) and sentence(s) passed:

|  |
| --- |
|  |

NB: Offences that would be deemed as spent under the Rehabilitation of Offenders Act 1974 need not be declared.

Section C:

**Equal opportunities monitoring – this section will be detached and will not be seen by the selection panel.**

Mind is an equal opportunities employer. The following information will be treated confidentially and will assist in monitoring Mind’s Equal Opportunities policy. Your application will not be affected by the information provided in this section.

For more information please refer to the guidance notes and Mind’s Equal Opportunities in Employment statement enclosed in your application pack.

#### To be completed by the applicant:

1. Application for the post of (insert job title)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Please state where you saw the post advertised/ or how you found out about the vacancy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Please state the notice period you would be required to give your current employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Ethnic origin (please tick/specify): These categories reflect the guidelines provided by the Commission for Racial Equality.

|  |  |  |  |
| --- | --- | --- | --- |
| White | | Black | |
|  | British |  | Caribbean |
|  | Irish |  | African |
|  | Any other White background |  | Any other Black background |
| Asian or British Asian | | Mixed | |
|  | Indian |  | White & Black Caribbean |
|  | Pakistani |  | White & Black African |
|  | Bangladeshi |  | White & Asian |
|  | Any other Asian background |  | Any other mixed background |
| Chinese or other Chinese | | Other ethnic origin | |
|  | Chinese | Please specify | |
|  | Any other Chinese background |

If you selected any of the “other” categories, please specify how you would further describe your ethnic origin\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Gender:

|  |  |
| --- | --- |
|  | Male |
|  | Female |
|  | Transgender |

1. Please state your: Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age:\_\_\_\_

7. How would you describe your sexuality?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Bisexual |  | Heterosexual |
|  | Gay |  | Lesbian |

1. How would you describe your religion or belief? (e.g. Buddhist, Christian, Hindu, Jewish, Muslim, Sikh, agnostic, none, other, prefer not to say)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lived experience of mental illness: (see guidance notes)

1. Would you describe yourself as someone who is experiencing or has experienced mental distress?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

1. Would you describe yourself as someone who is using or has used mental health services?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

1. If you have answered yes to questions 9 or 10, please say how Redcar & Cleveland Mind can support you in your employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*We will contact you in confidence to discuss any comments you make here.*

Disability: (see guidance notes)

1. Do you consider yourself to be disabled?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

If yes please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you require any reasonable adjustments to the selection process, including the interview? (For example physical access, communication support, personal support)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If you were appointed to this post, would you require any reasonable adjustments to your job or working arrangements?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*We will contact you in confidence to discuss any adjustments you identify.*

15. Please state whether you require a work permit to gain employment in the UK:

|  |  |
| --- | --- |
|  | Yes |
|  | No |

If applicable, please state what date your current work permit expires\_\_\_\_\_\_\_\_



# Redcar & Cleveland Mind

# Policy Statement on the Recruitment of Ex-Offenders

As an organisation using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, Redcar & Cleveland Mind complies fully with the DBS [Code of Practice](http://www.crb.gov.uk/PDF/Code%20of%20Practice.pdf) and undertakes to treat all applicants for positions fairly.

It undertakes not to discriminate unfairly against any subject of a [Disclosure](http://www.canterbury.gov.uk/main.cfm?objectid=362) on the basis of conviction or other information revealed.

Redcar & Cleveland Mind is committed to the fair treatment of its staff, potential staff or users of its services, regardless of colour, race, nationality, ethnic or national origin, religion, gender, age, disability, marital status, responsibilities for dependants, sexual orientation, or offending background.

This written policy on the recruitment of ex-offenders, is made available to all job applicants at the outset of the recruitment process.

We actively promote [equality](http://www.canterbury.gov.uk/main.cfm?objectid=817) 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 appropriate for the vacancy.

We encourage all applicants to voluntarily 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 the Chair of the Board of Directors, who will consider any offences or other matter that might be relevant to the position. We guarantee that this information will only seen by those who need to see it as part of the recruitment process. This information will be treated in strict confidence, will be securely stored and kept for only as long as is necessary.

Unless the nature of the position allows Redcar & Cleveland Mind to ask questions about your entire criminal record we only ask about 'unspent' convictions as defined in the [Rehabilitation of Offenders Act 1974](http://www.disclosure.gov.uk/default.aspx?page=313).

We ensure that all those in Redcar & Cleveland Mind who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

We will 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 in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

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

We make every subject of a DBS check aware of the existence of the DBS [Code of Practice](http://www.crb.gov.uk/PDF/Code%20of%20Practice.pdf) and make a copy available on request.

We undertake to discuss any relevant matter revealed in a Disclosure with the person seeking the position before any offer of employment is considered.

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.

*Redcar & Cleveland Mind uses Redcar & Cleveland Borough Council as an ‘umbrella organisation’ to process and comply with the Disclosure & Barring Service procedures.*