

Monster Productions Policy Statement of the Recruitment of Ex-Offenders

1. Monster Productions will use the CRB Disclosure service to assess the suitability of applicants for positions of trust. Monster Production policies and guidance comply fully with CRB code of Practice and undertake to treat all applicants for positions, fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
2. Monster Productions actively promotes equality of opportunity for all and welcomes applicants from a wide range of candidates, including those with criminal records. All candidates will be selected for interview based on their experience, qualifications, skills and abilities.
3. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where Disclosure is required, the advertisement, application forms and recruitment information will make clear that a Disclosure will be requested in the event of the individual being offered the position.
4. Where a disclosure forms part of the recruitment process, all shortlisted candidates will be required to provide proof of identity. This proof of identity will be recorded on the Identity Verification Form. A countersignatory will request a Disclosure Application form and the form returned to the CRB for checking.
5. The information provided by candidates will be treated as strictly confidential and will only be considered in relation to the post they are applying for. Monster Productions guarantees that only those who need to see it as part of the recruitment process see the information.
6. All of the employees at Monster Productions who are involved in the recruitment process have been supplied with guidance to assist them to identify and assess the relevance and circumstances of offences. Monster Productions also ensures that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.
7. At interview, Monster Productions will 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 the withdrawal of an offer of employment or if it comes to light after successful candidates have been appointed, they could be instantly dismissed.

8. The successful candidates for positions where a Disclosure is required will be provided with a copy of the CRB Code of Practice. Other applicants can be provided with a copy on request.
9. Any breaches of this policy will result in disciplinary action being initiated which may result in dismissal.