

Objective Assessment of a Disclosed Criminal Conviction

Job Title:		Department:		Name of Recruiter:	
Current staff or applicant?		Applicant's name:			
Brief description of role:					

Department/Institution to complete		HR use only Risk assessment		
Did the applicant disclose any convictions at recruitment stage? (e.g. within the application form or at interview?)		High No		Low Yes
What was the offence?		High Murder, manslaughter, rape/serious sexual offence, GBH/serious acts of violence, Class A drug related, drink driving (if role related)	Medium Robbery, burglary, theft, deception, fraud, drunk & disorderly, criminal damage	Low Other drink driving offences, vandalism
Is the conviction spent? (see Nacro's website)		High No		Low Yes

When was the offence committed?		High Less than 3 years ago	Medium 3 - 10 years ago	Low 10 years + ago
What was the sentence?		High Custodial	Medium Suspended, community, conditional discharge	Low Warning, caution, reprimand, fine, absolute discharge
Is the type/nature of the offence directly relevant to the position?		High Yes	Medium Some link between offence and position	Low No
Is there a pattern of specific offences?		High Yes	Medium Some instances	Low No pattern
Was the offence committed in an employment situation?		High Yes	Medium Some link with an employment situation	Low No
Has the recruiter received references? If yes, are the satisfactory?		High Referees declare applicant unsuitable	Medium Referees share some reservations	Low Referees declare applicant suitable

Does the applicant offer any reasonable mitigating circumstances regarding the offence?		High No	Medium Some mitigating circumstances	Low Yes
		Total number of High	Total number of Medium	Total number of Low

HR Director/Assistant Director only

On consideration of this assessment, it is believed that the applicant does / does not constitute a risk for the following reasons:

Therefore, the applicant should / should not be offered this position.

Name:	
Signature:	
Date:	