

**Process for Managing Disclosure of Unspent Convictions at Point of Application**

*State requirement to disclose unspent convictions on job descriptions: will be asked to provide prior to interview if shortlisted. Statement also included in staff contracts clarifying that convictions incurred in service must be disclosed to Personnel*

*When invited to interview, letter states that disclosure of unspent convictions must be sent under separate cover to Personnel where this information will be kept confidential and destroyed upon completion of selection process. Reference should be made to the Policy on the Recruitment of People with a Criminal Record*

