Applying Within

Recruiting people with criminal records safely and fairly

Women into Work worked collaboratively with three other European Social Funded EQUAL projects IMPACT, NewLIFE and PRISE. The group produced an interactive CD-Rom entitled ‘Apply Within’ to help employers develop robust policies that allow them to confidently recruit people with criminal records. The CD-Rom was originally developed for local authorities, however the content would be relevant for any employer.

‘Apply Within’ demonstrates how crime reduction policies can be applied within a local authority or any other organisation. An HR policy which is both safe and fair gives ex-offenders a better chance of returning to employment, reducing the chance of re-offending.

‘Apply Within’ guides you through the business case for developing safe and fair recruitment policies, answers some common questions, addresses the fears many employers have and provides best practice examples and resources, helping you to safely employ ex-offenders and comply with the requirements of the Criminal Records Bureau.

You can watch video clips of ex-offenders and employers speaking about their experiences, familiarise yourself with the Rehabilitation of Offenders Act1974 and test your knowledge on the interactive quiz.

‘Apply Within’ was launched at the Local Government Association annual conference in Harrogate on July 2005 and sent to all HR and Contract Managers in England and Wales. Positive feedback from the conference encouraged us to distribute the CD-Rom further afield.

The CD-Rom is a great resource for any employer. With many employment sectors reporting skill and labour shortages and 20% of the population having a criminal record, it makes good economical sense to ensure that this substantial segment of the labour market is not overlooked.

The information is displayed in a simple format making it easily accessible with downloads available. To obtain a copy of ‘Apply Within’ please contact the Women into Work office on 0114 270 3727 or email wiw@sova.org.uk