
PREPARING FOR WORK

GETTING INTO WORK WITH A CRIMINAL RECORD



Getting back to work as someone with a conviction may come with challenges, but with the right knowledge, preparation and attitude you can achieve your goals.

Your Rights

Before diving into your job search, it's important to know your rights as someone with a conviction in Scotland:

- The Rehabilitation of Offenders Act 1974: This law allows certain convictions to become "spent" after a specified period. Once a conviction is spent, you generally do not have to disclose it to employers. See our Disclosure Support section for more information.
- Ban the Box: Many employers are adopting the "Ban the Box" approach or similar recruitment practices which means they won't ask about your criminal history on initial job applications.

Your CV

An effective CV is crucial to making a positive impression on potential employers. Here are some useful tips:

- Focus on Skills and Achievements: Highlight your relevant skills, qualifications, and any positive experiences. Focus on your best personal qualities and life skills if your work history has gaps.
- Include Volunteer Work: If you've volunteered or participated in training programs, include these experiences. They demonstrate your commitment to personal growth and community involvement.
- Keep It Concise: Aim for a CV that is clear and concise, ideally no more than two pages long. Use bullet points to make it easy to read.

Your Interview

Interviews can be intimidating, especially when discussing convictions. Here are some strategies to help you prepare:

- Practice Common Questions: Familiarise yourself with common interview questions and practice your responses. This can help you feel more at ease during the actual interview.
- Craft Your Narrative: If your conviction comes up, be ready to discuss it honestly but focus on what you've learned and how you've changed. Highlight your commitment to moving forward.
- Emphasise Strengths: Prepare examples of your skills and achievements that demonstrate your readiness for the job and allow the employer to focus on your value.

Stay Positive

The job search process can be challenging, but maintaining a positive mindset is crucial:

- **Set Achievable Goals:** Break your job search into manageable tasks, such as applying for a set number of jobs each week or attending networking events.
- **Celebrate Small Wins:** Acknowledge your progress, whether it's positive feedback on your CV or getting an interview. Every step counts!
- **Seek Support:** Surround yourself with supportive friends, family, or mentors who can encourage you during your job search.

**If you or someone you know
needs our help, contact
us today, we have services
throughout Scotland.**

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