The position you have applied for has been identified as being an 'Eligible Position' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) (the Exceptions Order), the Police Act 1997 (Criminal Records) Regulations (as amended) and the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012). As such, it is eligible for an Enhanced level disclosure to be requested through the Disclosure and Barring Service (DBS).

Enhanced level DBS disclosures contain information about an applicant's spent and unspent convictions, cautions and reprimands. Enhanced level disclosures may also include other relevant police information.

Please be aware that the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013 provides that certain spent convictions and cautions will become protected when specific conditions are met and therefore are not subject to disclosure through a DBS criminal record check, and employers cannot take these into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website at:

**www.gov.uk/government/disclosure-and-barring-service**

Before you can be considered for appointment in an activity involving contact with vulnerable groups with Inspiration Lifestyle Services Limited we need to be satisfied about your character and suitability.

In addition, as this position has been identified as a Regulated Activity under the Safeguarding Vulnerable Groups Act (2006) (as amended by the Protection of Freedoms Act 2012), an Enhanced level DBS disclosure will include information which is held on the Adults barred list.

Inspiration Lifestyle Services Limited aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity, marriage or civil partnership. We undertake not to discriminate unfairly against applicants on the basis of criminal conviction or other information declared.
Prior to making a final decision concerning your application, we shall discuss with you any information declared by you that we believe may have a bearing on your suitability for the position. If we do not raise this information with you, this is because we do not believe that it should be taken into account. In that event you still remain free, should you wish, to discuss the matter with the interviewing panel. As part of assessing your application, we will only take into account relevant criminal records and other information declared.

The information that you provide in the Self Declaration and Consent Form will be processed in accordance with the Data Protection Act 1998. It will be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud.