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**REHABILITATION OF OFFENDERS ACT 1974 (EXCLUSIONS AND EXCEPTIONS (SCOTLAND)) ORDER 2003**

Certain posts are exempt under the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Having a conviction does not mean you cannot work for ELCAP (see ELCAP’s Disclosure Information). **Spent and Unspent** convictions (including Admonished) must be disclosed where the position is subject to this exemption. **As you are applying for a Support Practitioner position, you are not entitled to withhold information about convictions** which for other purposes are “spent” under the provisions of the Act.

Are you disqualified from working with children or vulnerable adults?

Yes

No

Have you ever been convicted of **any** criminal/civil offence (including Admonished) or are you at present the subject of criminal charges? If yes, please give details.

Yes

No

Checks through Disclosure Scotland will only be instigated by ELCAP if you are offered a position. ELCAP follow Disclosure Scotland’s Code of Practice which governs our procedures. If you wish further information about the Code of Practice, this can be found on the Disclosure Scotland website [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk). On checking criminal records if the above information is deliberately omitted this may result in dismissal or disciplinary action by ELCAP.