



## **ILS TERMS AND CONDITIONS**

Please tick the box once you have read the terms and conditions below.

The information you provide is what we will use to decide whether to shortlist you for an interview. This helps us to review each applicant in a fair and consistent way. It is important that you complete your details accurately and honestly. Our Recruitment Team is on hand for any support you may require.

We are particularly keen to promote the employment of people with a disability and welcome all applications. We will select for interview all applicants who have a disability who meet the essential criteria for the role. If you are an applicant with a disability and would like the opportunity to discuss the application or selection process please contact the Recruitment Team on 01722 746625.

Depending on the role you are applying for, an enhanced Disclosure and Barring Service (DBS) may be required. Criminal records will be reviewed on an individual basis and taken into account for recruitment purposes where the conviction is considered relevant. A criminal record will not necessarily be a bar to obtaining a position with us.

The information that you provide and that is obtained from other relevant sources will be used to process your application for employment. We reserve the right at any time to check on any experience, achievements, qualifications and skills claimed by you either from your application, in any accompanying or subsequent correspondence or at interview. The personal information that you provide will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with ILS or work for a client of ILS, the information will be used in the administration of your work opportunity. If you are unsuccessful in your application, you can delete your account at any time. By agreeing to our data protection policy you are providing us with your permission to contact you about future opportunities with us. If you do not wish to receive these emails you can delete your account at any time by contacting the Recruitment Team at [recruitment@indliv.co.uk](mailto:recruitment@indliv.co.uk) to delete your account.

We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By applying for our and our clients vacancies we will be assuming that you agree to the processing of sensitive personal data, in accordance with our registration with the Data Protection Commissioner.