

**APPLICATION FORM**

**CONFIDENTIAL:**

**Position applied for**:...............................................................

**Personal details:**

|  |  |
| --- | --- |
| Title:  Surname:  Previous surname(s) | First names: |
|  | National Insurance No. |
| Current Address: | Home telephone No.  Mobile No.  Email address: |

**Education and qualifications:**

Please give details of secondary and further education including any “A” levels or equivalent vocational courses.

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| --- | --- | --- | --- |
| School  Attended | College  Attended | Qualifications  Obtained | Grade/  Level Obtained |
|  |  |  |  |

Please give details of any Higher Education and equivalent courses:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| College  Attended | University  Attended | Course Taken | Qualification,  Date obtained | Grade/level |
|  |  |  |  |  |

Please give details of any other professional or vocational qualifications you hold that may be relevant to your application.

|  |  |  |
| --- | --- | --- |
| Dates obtained | Qualification and Grade/ Level obtained | Name of Awarding Body |
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**Employment History:**

Please complete, starting with current or most recent employer,. Continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates employed  From:(mm/yyyy) | To: (mm/yyyy) | Name of  Employer | Job title and key responsibilities | Reason for  Leaving. |
|  |  |  |  |  |

If there are any gaps in your employment or education history, please explain them here:

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**References:**

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. References will not be accepted from relatives or persons who only know you as a friend.

|  |  |
| --- | --- |
| Name:  Position:  In what capacity do you know the referee?  Name of Organisation:  Email:  Address:  Tel No. | Name:  Position:  In what capacity do you know the referee?  Name of Organisation:  Email:  Address:  Tel No. |

**Please note referees may be contacted before interview, if you do not wish a referee to be contacted at that point would you please indicate as appropriate.**

**Personal Statement**

Using the Person specification that you have been sent with your application pack, please demonstrate using examples, your suitability for the position you are applying for. Please include your reasons for applying for and interest in this position.

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| Do you hold a current DBS Disclosure Certificate Yes/No  Date of Clearance  If yes, is your DBS registered on the online update service? Yes/No  For persons who are not British or EU nationals:  If you have any conditions related to your employment please give full details below: |

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| **Access to Vehicle.**  Do you have full access to a vehicle suitable for this post: Yes / No |

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| The position for which you are applying involves contact with young people and/or vulnerable adults and is exempt from the Rehabilitation of Offenders Act6 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, “bind overs”, or any criminal convictions including any that would otherwise be considered “spent” under the Act.  Have you ever been convicted of any offence or “bound-over” or been given a caution? YES/NO  If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”.  I understand that if my application is successful I will be required to obtain a CRB  Disclosure at the appropriate level.  **I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children, young people and/or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.**  **Signed: .............................................. Date:....................................**  **Print Name:**  **Please return this completed form to: Siobhan.oconnor@findcharity.org.uk or Siobhan O’Connor, Assistant Manager, FiND2, 8 New Village Road, Cottingham, HU16 4LT.** |

Personal declaration:

**Please read, sign and return the Candidate Privacy Notice below.**

**CANDIDATE PRIVACY NOTICE**

**WHAT IS THE PURPOSE OF THIS DOCUMENT?**

FiND Charity is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

**DATA PROTECTION PRINCIPLES**

We will comply with data protection law and principles, which means that your data will be:

* Used lawfully, fairly and in a transparent way.
* Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
* Relevant to the purposes we have told you about and limited only to those purposes.
* Accurate and kept up to date.
* Kept only as long as necessary for the purposes we have told you about.
* Kept securely.

**THE KIND OF INFORMATION WE HOLD ABOUT YOU**

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

* The information you have provided to us in your curriculum vitae and covering letter.
* The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history and qualifications.
* Any information you provide to us during an interview.
* If appropriate, information feedback from services users whom candidates have supported within the Company.

We may also collect, store and use the following types of more sensitive personal information:

* Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
* Information about your health, including any medical condition, health and sickness records.
* Information about criminal convictions and offences.

**HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We collect personal information about candidates from the following sources:

* You, the candidate.
* A recruitment agency that the Company may use from time to time, from which we collect the following categories of data: employment details, including employment history, name, title, address, birth, gender and qualifications.
* Disclosure and Barring Service in respect of criminal convictions.
* Your named referees, from whom we collect the following categories of data: employment history.

**HOW WE WILL USE INFORMATION ABOUT YOU**

We will use the personal information we collect about you to:

* Assess your skills, qualifications, and suitability for the role.
* Carry out background and reference checks, where applicable.
* Communicate with you about the recruitment process.
* Keep records related to our hiring processes.
* Comply with legal or regulatory requirements.
* It is in our legitimate interests to decide whether to appoint you to role since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract with you.

Having received your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references **and** carry out a criminal record before confirming your appointment.

**If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

**HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION**

We will use your particularly sensitive personal information in the following ways:

* We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview**.**
* We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

**INFORMATION ABOUT CRIMINAL CONVICTIONS**

We envisage that we will process information about criminal convictions.

We are required to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

* The role of is one which is listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (*SI 1975/1023*) so is eligible for an enhanced check from the Disclosure and Barring Service.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

**AUTOMATED DECISION-MAKING**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

**DATA SHARING**

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: Howarths Employment Law and HR specialists. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

**DATA SECURITY**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

**DATA RETENTION**

**How long will you use my information for?**

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you to role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

**RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

**Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

* Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
* Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
* Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
* Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
* Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
* Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Senior Operations Manager in writing.

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| I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (candidate name), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received a copy of FiND Charity Privacy Notice and that I have read and understood it. |
| Signature  ……………………………………………… |
| Name |
| ………………………………………………… |
| Date |
| ………………………………………………… |