

Job Application Form

Age UK Cornwall & The Isles of Scilly is a committed equal opportunity employer

Thank you for your interest in joining our team at Age UK Cornwall and Isles of Scilly. Please complete this application form in as much detail as possible as we will be using it to shortlist candidates based on their suitability for the role.

1. Vacancy Details	
Job Title:	Department / Location:

2. Present and Most Recent Employment	
Job Title:	Salary:
Date Started:	Leaving Date (if applicable):
Employer's Name:	Telephone No:
Full Address:	
Main Duties and Responsibilities:	
Reason for Leaving (if applicable):	
Notice Required:	

3. Previous Employment (most recent first)				
Name and Full Address of Employers	Job Title and Main Responsibilities	Dates		Reason(s) for Leaving
		From	To	

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4. Secondary, Further and Higher Education			
School, College or University (include location)	Dates		Qualifications obtained (include date, level and grade)
	From	To	

5. Training and Development <i>(Include job related activities relevant to your application)</i>			
Training courses attended (name training provider)	Dates		Qualifications gained
	From	To	

6. Membership of Professional Organisations			
Organisation	Level of Membership	Examination (Yes/No)	Date Awarded

7. Public Duties
(include details of any public duties and/or relevant activities with voluntary organisations)

8. Supporting Statement

Please use this section to provide further information in support of your application. This needs to be related to the requirements of the job and should cover the following:

- **Your reasons for applying;** why are you interested, is there anything in particular that has drawn you to the role or our organisation. What do you value and what matters to you.
- The **experience, skills, knowledge and personal qualities** which you consider make you suitable for the job; please evidence your skills, knowledge and personal qualities by describing situations and scenarios you have used them either in your personal life or professionally.

The persons specification for the role can be found in the job description. We use this as our shortlisting criteria so please do use it to help you complete your application. If you need any help or have any questions, please feel free to contact our HR team on 01872 266881.

Please use additional sheets if required

Part B

The information in this section will remain confidential and will be detached from your application form before consideration by those making a selection decision.

9. Personal Details	
Surname:	Title:
First Name(s):	
Address:	
	Post Code:
Telephone No:	Mobile Telephone No:
E-mail Address:	

10. Additional Information	(Dropdown)
Do you hold a full current driving licence?	Yes / No
Do you have any endorsements?	Yes / No
Do you have the use of a car? / Can you travel independently to meet the requirements of the post?	Yes / No

11. Asylum and Immigration Act 1996
To enable us to comply with our obligations under the Asylum and Immigration Act, you will be asked to provide written proof of your right to work in the United Kingdom before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time.
Are there any restrictions regarding your right to work in the UK? Yes / No
<i>If yes please provide details on a separate sheet of paper.</i>

12. Rehabilitation of Offenders Act 1974
Have you ever been cautioned or convicted of a criminal offence? Yes / No
If yes please give details in a separate envelope. You are not required to give details of a 'spent conviction' as provided by the Rehabilitation of Offenders Act 1974 unless the post is one that involves direct contact with children or vulnerable adults where we need to know about all convictions.

13. Disclosure and Barring Service Check
If this post is subject to a satisfactory Disclosure and Barring Service check, which will disclose all cautions, reprimands and warnings as well as convictions, in addition to completing this application form you are required to provide us with details of all spent and unspent convictions. Please send this information to use under separate, confidential cover to Human Resources. Remember to include your name, address and the position for which you are applying. We guarantee that the information you provide will be used fairly and will only be seen by those who need to see it as part of the recruitment process.

A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment.

14. References

Please give the names and addresses of two referees. One should be your present or most recent employer. The second should be a person who can comment on your skills and abilities in relation to the job for which you have applied. Additional referees may be sought from previous employers, particularly for positions working with vulnerable people.

In some instances references may be taken up prior to interview. Please state if you do not wish the references below to be requested until you are informed that your application has been successful.

Name:	Name:
Job Title:	Job Title:
Address:	Address:
Post Code:	Post Code:
Telephone No:	Telephone No:
Email address:	Email address:
I do / do not wish this reference to be taken up prior to interview. (delete as appropriate)	I do / do not wish this reference to be taken up prior to interview. (delete as appropriate)

15. Privacy notice / data protection compliance statement for job applicants

Age UK Cornwall & The Isles of Scilly is the data controller for the information you provide during the process unless otherwise stated. All the information you provide during the process will only be used for progressing your application, or to fulfil legal or regulatory requirements if necessary.

Age UK Cornwall & The Isles of Scilly will use this application form during the recruitment process to evaluate and assess your experience and qualifications as they relate to the specific position requirements. Information you provide as part of the recruitment process is accessible only to those Age UK Cornwall and The Isles of Scilly employees and consultants involved with our recruitment processes.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for. You don't have to provide what we ask for but it might affect your application if you don't.

Why do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide who to offer a job to. We may also need to process data from job applicants to respond to and defend against legal claims.

Application & short-listing stages

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees, information about your entitlement to work in the UK and for answers to questions relevant to the role you have applied for. Our HR team will have access to all this information.

You may also be asked on a separate form to provide anonymous equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our HR team, including recruiting managers. Any information you do provide, will be used only to produce and monitor equal opportunities statistics. Recruiting managers will not be provided with your name or contact details during the short-listing stage.

Assessments

If we ask you to attend an interview we may ask you to participate in an assessment. Information will be generated by you and by us. For example, you might complete a written test or activity and will usually take interview notes. This information is held by Age UK Cornwall & The IOS.

Conditional offer

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – we will take copies of original documents at interview
- Proof of your qualifications – we will take copies of original documents at interview
- You will be asked to complete a criminal records declaration to declare any unspent convictions.
- Depending on the role you may be asked to complete an application for a Criminal Record check via the Disclosure and Barring Service. When we do it is because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.
- We will contact your referees, using the details you provide in your application, directly to obtain references

Use of data processors:

Indeed: We sometimes advertise through Indeed Recruitment. Indeed will collect application information. Their Privacy Notice can be found at www.indeed.co.uk/legal

How long is the information retained for?

In the event that you are offered a position within the Company, this form will be kept, along with any other documents relating to your employment as part of your employee file for the duration of your employment plus 6 years following the end of your employment. Should you leave the Company, we may, upon request, supply references in respect of your employment history to future employers. In the event that you are unsuccessful, this form will be retained for 6 months and subsequently disposed of confidentially.

Your rights & how to contact us

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing.

We are committed to protecting the security of your information. For more details regarding our privacy practices; to exercise any of your rights listed above; or if you have a question or complaint about the manner in which we treat your information or our recruitment decisions regarding your application, please contact the Data Security Lead in writing at: Age UK Cornwall & The Isles of Scilly, Boscawen House, Chapel Hill, Truro. TR1 3BN or by email to datasecuritylead@ageukcornwall.org.uk

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If you believe we have not complied with your data protection rights, you can complain to the Information Commissioner.

Further information

Further information about the use of your data should you become an employee is available on appointment, or you can contact us at the above address.

16. Declaration

I declare that to the best of my knowledge the information given by me is true and complete. I understand that if after appointment any information is found to be inaccurate this may lead to dismissal without notice. I have read and understand Section 15. Privacy Notice.

Signature:

Date:

Please ensure that this form is returned to:

The HR Department

Age UK Cornwall & The Isles of Scilly
Boscawen House, Chapel Hill, Truro, TR1 3BN
Email: HR.Team@ageukcornwall.org.uk