A4ID Staff Application Form

November 2019

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| **Post Applied for** | ROLE UK Technical Specialist |
| **Closing Date** | Wednesday 11th December 2019 |
| **Interview Date** | Thursday 19th December 2019 |

***Note: the information supplied on this form will be treated in confidence,***

***and in line with your data subject rights under the UK Data Protection Act 2018.***

# Section 1 Personal details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** |  | **Last Name:** | |  | | | | |
| **First Names:** | |  | | | | | | |
| **Address:** | |  | | | | | | |
|  | | | | | | |
|  | | | | | | |
| **Postcode:** | |  | | | | | | |
| **Home Telephone Number:** | | |  | | | | | |
| **Mobile Telephone Number:** | | |  | | | | | |
| **E-mail address:** | | |  | | | | | |
| **National Insurance Number:** | | |  | | | | | |
| **Are you eligible to work in the UK?** | | | | | **Yes** |  | **No** |  |
| **Please state current Salary Package including benefits & holidays:** | | | | | | | | |

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# Section 2: Education

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| Qualifications obtained from Schools, Colleges and Universities.  Please list **highest and most recent** qualification first: |

|  |  |  |  |
| --- | --- | --- | --- |
| **College or University** | **Course** | **Qualifications and grades obtained** | **Start Date to End Date** |
|  |  |  |  |
| **School** | **Subjects** | **Qualifications and grades obtained** | **Start Date to End Date** |
|  |  |  |  |

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| --- |
| **Professional, Technical or Management Qualifications** |

|  |  |  |
| --- | --- | --- |
| **Professional/Technical/**  **Management Qualifications** | **Start Date to End Date** | **Course Details** |
|  |  |  |
| **Membership of any Professional / Technical Associations- Please state level of Membership:** | | |

# Section 3 Employment and/or Volunteering Details

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| **Previous Employment** (most **recent** employer first).  Please state nature of business. Dates of all positions needs to be included. |

## Role One

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer:** |  | | |
| **Address:** |  | | |
|  |  | | |
|  |  | **Postcode** |  |
| **Position Held:** |  | | |
| **Employment Period:**  *Start Date to End Date* |  | | |
| **Summary of Duties** |  | | |
| **Reason for Leaving** |  | | |

## Role Two

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer:** |  | | |
| **Address:** |  | | |
|  |  | | |
|  |  | **Postcode** |  |
| **Position Held:** |  | | |
| **Employment Period:**  *Start Date to End Date* |  | | |
| **Summary of Duties** |  | | |
| **Reason for Leaving** |  | | |

## Role Three

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer:** |  | | |
| **Address:** |  | | |
|  |  | | |
|  |  | **Postcode** |  |
| **Position Held:** |  | | |
| **Employment Period:**  *Start Date to End Date* |  | | |
| **Summary of Duties** |  | | |
| **Reason for Leaving** |  | | |

## Role Four

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer:** |  | | |
| **Address:** |  | | |
|  |  | | |
|  |  | **Postcode** |  |
| **Position Held:** |  | | |
| **Employment Period:**  *Start Date to End Date* |  | | |
| **Summary of Duties** |  | | |
| **Reason for Leaving** |  | | |

**Note: please add additional roles and details as and where necessary.**

# Section 4 Rehabilitation of Offenders Act

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| --- | --- | --- | --- | --- |
| **Have you ever been convicted of a criminal offence that is not considered spent under the Rehabilitation of Offenders Act 1974?** | **Yes** |  | **No** |  |
| **Have you any prosecutions pending?** | **Yes** |  | **No** |  |
| **If yes, please give details / dates of offence(s) and sentence:** |  | | | |

# Section 5 Skills, Knowledge and Experience

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| **Taking particular account of the essential criteria listed on the Job Description, please state what knowledge, skills and experience you have which are relevant to this post. Make sure that you give concrete examples to demonstrate your suitability. Please also clearly state your reasons for applying for the role. (800 words maximum)** |
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# Section 6 References

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| **Please give the names and contact details of your two most recent employers, where applicable. If you are unable to do this, please clearly outline who your referees are. By providing these details, you confirm that you are happy for us to contact these individuals to ask them all that we consider relevant to your suitability for this role. We will only contact your referees after the interview stage, if you are considered for the position. You agree that the information and opinions obtained by A4ID from your referees will be confidential between them and A4ID.** |

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| --- | --- | --- | --- |
| **Reference 1** | | **Reference 2** | |
| **Name:** |  | **Name:** |  |
| **Position**  **(job title):** |  | **Position**  **(job title):** |  |
| **Work Relationship:** |  | **Work**  **Relationship:** |  |
| **Organisation:** |  | **Organisation:** |  |
| **Address:** |  | **Address:** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Postcode** |  | **Postcode** |  |
| **Telephone No:** |  | **Telephone No:** |  |
| **E-mail:** |  | **E-mail:** |  |

# Section 7 Privacy Notice

## Overview

As part of its recruitment process, A4ID collects and processes personal data relating to applicants applying for volunteer and paid positions. As a registered charity, and conscious of our legal obligations under GDPR, A4ID is committed to being transparent about how it collects and uses that data, and in meeting its data protection obligations.

## Information Collected

A4ID may collect a range of information about you during this application process:

* *your name, address and contact details, including email address and telephone number;*
* *details of your qualifications, skills, experience and employment history;*
* *whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and*
* *information about your entitlement to work or volunteer in the UK.*

A4ID may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

A4ID may also collect personal data about you from third parties, such as references supplied by former employers. A4ID will seek information from third parties only once a volunteer or paid offer to you has been made and will inform you that we are doing so. Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

## Processing Personal Data

A4ID needs to process data to take steps at your request prior to entering into a contract with you. We may 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 its legal obligations.

A4ID has 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 to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

A4ID may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. A4ID may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability.

A4ID processes such information to carry out its obligations and exercise specific rights in relation to employment and volunteering. If your application is unsuccessful, A4ID may keep your personal data on file in case there are future employment and volunteering opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

## Access to Data

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

A4ID will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

## Data Protection

A4ID takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

## Data Retention

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper-based) and retained during your employment.  The periods for which your data will be held will be provided to you in a new privacy notice.

## Your rights

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

* *access and obtain a copy of your data on request;*
* *require the organisation to change incorrect or incomplete data;*
* *require the organisation 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 A4ID is relying on its legitimate interests as the legal ground for processing.*

If you would like to exercise any of these rights, please contact Andrew MacKay, COO [andrew.mackay@a4id.org](mailto:andrew.mackay@a4id.org).

If you believe that A4ID has not complied with your data protection rights, you can complain to the Information Commissioner.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **I consent to my data being used for these purposes and for A4ID to contact me about its work.** | | | | | |
|  | Signed: |  | **Date:** |  |  |
|  | | | | | |

# Section 8 Declaration

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| --- | --- | --- | --- | --- | --- |
| **I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references.** | | | | | |
|  | Signed: |  | **Date:** |  |  |
|  | | | | | |