

**JOB APPLICATION FORM**

**Please return your application by the due date to:**

[**edgenortheast@outlook.com**](mailto:edgenortheast@outlook.com)

**Please do not enclose a CV as it will not be considered.**

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| **Title of role for which you are applying:** |
| Personal details |
| Title: |
| Surname/Family Name: |
| First Name: |
| Middle Name(s): |
| Address: |
| Postcode: |
| Telephone (Daytime) |
| Telephone (Evening) |
| Telephone (Mobile) |
| May we call you at work? |
| Email address:  (Please note that we will use this email address to communicate with you both during and after the recruitment process. Please consider this as you may not want to use your work email address).  Please tick this box if you have read and understood our Candidate Privacy Notice and that you are happy for us to communicate with you using this main email address. Please refer to Candidate Privacy notice at the end of this document. |
| National Insurance Number: |
| Are you interested in working: |

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| Education | | | | | | | | | |
| Place you studied at | Dates studied (from and to) | | Qualification | | | | Level | | Date Achieved |
|  |  | |  | | | |  | |  |
| **Higher Education** | | | | | | | | | |
| College/ University attended | Dates studied (from and to) | | | Qualification | | | Date Achieved | | Awarding body |
|  |  | | |  | | |  | |  |
| Continuing Professional Development & Other Training Courses | | | | | | | | | |
| Please give details of any other courses/qualifications or continuing professional development relevant to the role for which you are applying: | | | | | | | | | |
| Membership of Professional Organisations | | | | | | | | | |
| Please state the organisation and level of membership: | | | | | | | | | |
| Current or Last Employer | | | | | | | | | |
| Employer’s Name: | | | | | | | | | |
| Employer’s Address: | | | | | | | | | |
| Employer’s Postcode: | | | | | | | | | |
| Job Title: | | | | | | | | | |
| Date appointed: | | | | | | | | | |
| Salary: | | | | | | | | | |
| Notice Period: | | | | | | | | | |
| Date left (if applicable): | | | | | | | | | |
| Reason for leaving: | | | | | | | | | |
| Brief description of duties and responsibilities: | | | | | | | | | |
| **Employment History** | | | | | | | | | |
| Employer’s Name & Address | | Dates employed (from and to) | | | Position Held | | | Reason for Leaving | |
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| **Other details** | | | | | | | | | |
| Number of days absent from work/education/training in the last 2 years: | | | | | | | | | |
| Reason for absence: | | | | | | | | | |
| Do you require any reasonable adjustment to help you demonstrate your full potential in the recruitment process? | | | | | | | | | |
| If yes, please give details: | | | | | | | | | |
| Do you hold a UK driving licence? | | | | | | | | | |
| If yes, please specify the type: | | | | | | | | | |
| Do you hold a current enhanced DBS? | | | | | | | | | |
| Are there any restrictions that would prevent you undertaking work in the UK? | | | | | | | | | |
| If yes, please give details: | | | | | | | | | |
| **SKILLS**  Using the Job Description and Person Specification as a guide, please tell us how you feel your skills, knowledge and experience are relevant to the post. Remember to include any experience you have gained in community or voluntary work as well as employment (you may continue on an extra page bur please do not exceed 2 pages of A4: | | | | | | | | | |
| **References** | | | | | | | | | |
| Please provide two references, one of which should be from your present or most recent employer. | | | | | | | | | |
| Name: | | | | | | Name: | | | |
| Job Title: | | | | | | Job Title: | | | |
| Organisation: | | | | | | Organisation: | | | |
| Address: | | | | | | Address: | | | |
| Postcode: | | | | | | Postcode: | | | |
| Telephone no: | | | | | | Telephone no: | | | |
| Fax no: | | | | | | Fax no: | | | |
| Email: | | | | | | Email: | | | |
| Relationship to you: | | | | | | Relationship to you: | | | |
| Can we contact this person prior to interview? | | | | | | Can we contact this person prior to interview? | | | |
| **Rehabilitation of Offenders Act 1974 - Disclosure of Previous Convictions** | | | | | | | | | |
| This post is exempt from the Rehabilitation of Offenders Act 1974. So you must tell us about any convictions you may have, even if they are considered to be ‘spent’ under this act  Any offer of employment will be subject to a criminal record check from the Disclosure & Barring Service before we confirm the appointment. This record check will include details of cautions, reprimands or final warnings, as well as convictions.  We will keep in strict confidence any information we receive from the Disclosure & Barring Service. We will store it securely during the recruitment and selection process.  A criminal record will not affect your chances for a post unless it makes you unsuitable for appointment. In making this decision, we will consider the nature of the offence, how long ago and what age you were when it was committed, and any other relevant factors. | | | | | | | | | |
| **Details of any previous convictions** | | | | | | | | | |
| **You must include: (a) nature of offence, (b) date committed, (c) any other relevant factors** | | | | | | | | | |
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| **Equal Opportunities form**  We aim to have a workforce that reflects the different customers and communities we serve. To measure this, we collect information from people applying for jobs. We separate this part of your application from the rest of your application form. The information you give is confidential and will not be seen by anyone involved in the recruitment process. It will not affect our decision on your application. |
| **Gender:** |
| **Date of birth (e.g. 12/04/1973):** |
| **Ethnic Origin:**  **White**    **Black or Black British**    **Asian or Asian British**    **Mixed**      **Chinese or other Ethnic group**    Any other background, please state: |
| **Relationship status:** |
| **Sexual Orientation:** |
| **Religious Belief/Faith:** |
| **Do you consider yourself to be a person with a disability as described by the Disability Discrimination Act 1995?** |

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| **Are you responsible for caring for anyone? If so, please tell us who you care for:** |
| A carer is someone, who, without payment, provides help and support to a partner, child, relative, friend or neighbour, who could not manage without their help. This could be due to age, physical or mental illness, addiction or disability. This term carer should not be confused with a care-worker, or care assistant, who receives payment for looking after someone          If you care for someone else, please tell us who you care for: |
| **How did you hear about this post?** |

DATED August 2022

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| **CANDIDATE PRIVACY NOTICE** |

1. What is the purpose of this document?

EDGE NE 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 (GDPR).

1. Data protection principles
   1. We will comply with data protection law and principles, which means that your data will be:
      1. Used lawfully, fairly and in a transparent way.
      2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
      3. Relevant to the purposes we have told you about and limited only to those purposes.
      4. Accurate and kept up to date.
      5. Kept only as long as necessary for the purposes we have told you about.
      6. Kept securely.
2. The kind of information we hold about you
   1. In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:
      1. The information you have provided to us in your curriculum vitae and covering letter.
      2. The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, National Insurance Number, demographic information,
      3. Any information you provide to us during an interview.
   2. We may also collect, store and use the following "special categories" of more sensitive personal information:
      1. Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
      2. Information about your health, including any medical condition, health and sickness records.
      3. Information about criminal convictions and offences as part of your DBC check
3. How is your personal information collected?
   1. We collect personal information about candidates from the following sources:
      1. You, the candidate..
      2. Disclosure and Baring Service background check provider, from which we collect data to complete our DBS Checks.
      3. Disclosure and Barring Service in respect of criminal convictions.
      4. Your named referees, from whom we collect the following categories of data: previous roles, dates of employment, sickness levels, general comments on suitability for role.
4. How we will use information about you
   1. We will use the personal information we collect about you to:
      1. Assess your skills, qualifications, and suitability for the role.
      2. Carry out background and reference checks, where applicable.
      3. Communicate with you about the recruitment process.
      4. Keep records related to our hiring processes.
      5. Comply with legal or regulatory requirements.
   2. 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.
   3. We also need to process your personal information to decide whether to enter into a contract of employment with you.
   4. Having received your covering letter and 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 (you may be appointed subject to the criminal record check).

**If you fail to provide personal information**

* 1. 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.

1. How we use particularly sensitive personal information
   1. We will use your particularly sensitive personal information in the following ways:
      1. 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, for example during a test or interview.
      2. 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.
2. Information about criminal convictions
   1. We envisage that we will process information about criminal convictions.
   2. We will collect information about your criminal convictions history if we would like to offer you the role] (conditional on checks and any other conditions, such as references, being satisfactory). 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:
      1. [We are legally required our commissioners including North Tyneside Council and other commissioners of our service, and due to the nature of our business to carry out criminal record checks for those carrying out role..
      2. The roles in EDGE NE require a high degree of trust and integrity [ince it involves dealing with vulnerable families and children and so we would like to ask you to seek a basic disclosure of your criminal records history
   3. 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**

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

1. 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: EDGE NE core administrative team and Trustees of the organisation for interview purposes. 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.

1. 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. Details of these measures may be obtained from the Strategic Director.

* 1. 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.

1. Data retention

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

* 1. 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.].
  2. 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.

1. Rights of access, correction, erasure, and restriction

**Your rights in connection with personal information**

* 1. Under certain circumstances, by law you have the right to:
     1. **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.
     2. **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.
     3. **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).
     4. **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.
     5. **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.
     6. **Request the transfer** of your personal information to another party.
  2. 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 the Strategic Director in writing.

1. Right to withdraw consent

When you applied for this role, you provided consent on the date of your application form to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the Strategic Director. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely

1. Data protection officer

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

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| I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (candidate name), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received a copy of Family Gateway’s Candidate Privacy Notice and that I have read and understood it. |
| Signature  ……………………………………………… |
| Name |
| ………………………………………………… |