Employee

Application Form

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| Please complete all sections of this form. Feel free to use additional sheets if needed.The information on this form will be held in complete confidence and will not be shared with anyone outside of Downright Special. Information will be held in line with our GDPR Data Protection Policy which can be downloaded from our website. |
| **Position Applied For**: |
| **Personal Details** |
| **Name:** |
| **Address & Postcode:** |
| **Email Address:** |
| **Telephone:** | **Mobile**: |
| **Emergency Contact Name:** | **Emergency Contact Telephone:** |
| **About Me** |
| Please tell us a little about yourself and why you are interested in this role with Downright Special: |
| **Experience and Skills** |
| Please tell us about any relevant experience you have, such as experience of working with someone with Down syndrome or another learning disability. We would also like to know about the skills you think you have that would make you the right person for this position. If you prefer you can attach a copy of your CV. |
| **Education and Qualifications** |
| Please list your qualifications, including dates and where you gained these qualifications. Please start with your most recent qualifications. Use an additional sheet if necessary. If you prefer you can attach a copy of your CV. |
| **Additional Information** |
| If you have anything else you would like to add in support of your application then please use this space to tell us. |
| **Other Information** |
| Do you hold a current enhanced DBS Certificate? | Yes /No |
| If no, or if you do not have a transferable DBS certificate, then we will have to carry out a DBS check. Do you agree to us carrying out a DBS check? | Yes/No |
| Do you have any criminal convictions (including spent convictions under the Rehabilitation of Offenders Act 1974)? | Yes/No |
| If Yes, then please tell us the details of any criminal convictions: |
| **References** |
| Please give us the contact details of two people who we can contact to provide a reference. One referee should be from your current or most recent employer; referees must not be related to you and ideally should have known you for at least two years. We will only contact referees if you are successful in an interview. |
| **Reference 1** | **Reference 2** |
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
| Email address: | Email address: |
| Telephone: | Telephone: |
| Capacity in which known: | Capacity in which known: |

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| **Please sign below to confirm that the details you have provided are correct and that you have read and understood our Fair Processing Notice (see attached).** |
| Print Name: |
| Signature: | Date: |

Please return completed forms to office@downrightspecial.co.uk or post to:

Downright Special, Bodmin Road Church Office, Padstow Close, Hull HU7 4HE

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| **For office use only:** |
| Appointed: Yes / No | Date of Appointment: |

Downright Special Fair Processing Notice:

 Downright Special will use the personal data collected from you for the following purposes:

• Respond to your requests;

• Improve services for people with Down’s syndrome ;

• Improve the content of our communications;

• Provide you with tips, helpful information, news and updates;

• Notify you of new services;

• Seek your views on new products and services;

• Consider your application for employment;

• Assist with the Downright Special’s own administrative and quality assurance purposes; or

• For other purposes that may be detailed on Downright Special’s website or a mobile application

We will not pass your details onto any third parties without your consent.

Downright Special is committed to ensuring that all personal information collected and processed is appropriate for the stated purpose(s) and shall not constitute an invasion of your privacy

Only authorised paid employees, trustees and volunteers of the Downright Special and third party suppliers can carry out processing of personal data, which must be consistent with their individual roles and responsibilities. You hereby confirm that you are consenting to Downright Special’s use of your personal data for the aforementioned purposes(s) and are granting Downright Special permission to carry out those actions and/activities.

**You may withdraw your consent at any time by emailing office@downrightspecial.co.uk or calling 01482 420160.**

**What is Personal Data?**

The EU’s General Data Protection Regulation (“GDPR”) defines “personal data” as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”. The GDPR classifies certain data as belonging to “special categories”, as follows:

Racial origin; Ethnic origin; Political opinions; Religious beliefs; Membership to a trade-union; Genetic data; Biometric data; Health data; Data concerning a natural person's sex life; Sexual orientation; and Other.

The GDPR requires that consent is provided by the data subject for all types of personal data, including those pertaining to the special categories set out above and otherwise. Consent must be explicitly provided.

When Downright Special requests sensitive data from data subjects, it is required to confirm why the information is required and how it will be used.

 **How Downright Special uses your information**

 Downright Special will process your data (i.e. collect, store and use) according to the requirements of the GDPR at all times and shall endeavour to keep your personal data up-to-date, ensuring its accuracy and will not keep it for longer than it is required. In some situations, there are set legal requirements for the length of time that Downright Special will retain your personal data but usually Downright Special will use its discretion, ensuring that personal data is not kept outside of our usual business requirements.

We shall never be intrusive or invasive of your personal privacy and shall not ask you to provide data that is irrelevant or unnecessary and we will enact strict measures and processes to ensure that the risk of unauthorised access or disclosure of your personal data is minimised as much as possible. For further details our Data Protection Policy can be found on our website [www.downrightspecial.co.uk](http://www.downrightspecial.co.uk)