

Bristol Parent Carers is a Registered Charity No. 1197806. Registered address: The Clock Tower, 5 Farleigh Court, Old Weston Road, Bristol BS48 1UR



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| **APPLICATION FORM** | **We are committed to the highest standards of safeguarding at Bristol Parent Carers. This includes safer recruitment practices.**  Guidance notes are attached to help you complete this form.  You must complete all section of this form, in black ink or electronically. We will use this form to help us decide your suitability for the post, so please make sure it is accurate and complete. You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.  Please note: We are unable to accept a CV at any point in the recruitment process. |

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| Application for the post of: Engagement Coordinator  **Please note: this role is subject to a standard level DBS check**  **Internal application Closing date: 5th June 12pm**  **Interview date: 12th June 2023** | | | | | | | | |
| Return this form to: claire.scaife@bristolparentcarers.org.uk | | | | | | | | |
| **Personal Details** | | | | | | | | |
| Title: |  | | | | | | | |
| Name: |  | | | | | | | |
| Address: | | | | | | | | |
| Email: |  | | | | | | | |
| Telephone (Landline): |  | | | | | | | |
| Telephone (Mobile): |  | | | | | | | |
| National Insurance No: |  | | | | | | | |
| Do you hold a full UK driving licence? | | | | Yes |  | | No |  |
| Expiry date: | | | | | | | | |
| Details of endorsements (if none, please insert “N/A”) | | | | | | | | |
| Do you have a current right to work in the UK? | | | | Yes |  | | No |  |
| What document will you provide to evidence your right to work in the UK? | | | | | | | | |
| If no current right to work in the UK, or if there are any restrictions, please provide details: | | | | | | | | |
| **Education** | | | | | | | | |
| Please provide your education history here: | | | | | | | | |
| **Schools/Colleges/University/relevant training** | | | **Qualification gained** | | | | | |
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| **Memberships** – please note any relevant memberships or professional accreditations below | | | | | | | | |
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| **Employment History (last 5 years)** | | | | | | | | |
| **Name and address of**  **current employer** | | **Job title and main duties** | | | | **Employment start date and contractual notice period** | | |
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| **Name and Address of Employer** | | **Job title and main duties** | | | | **Date of departure and reason for leaving** | | |
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| **Gaps in employment** | | | | | | | | |
| **From** | | **to** | | | | **Reason for gap** | | |
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| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: | | | | | | | | |
| **Statement in support of application** | | | | | | | | |
| The following section is the most vital part of the form. We need you to give us specific information to support your application, so that we can shortlist in a fair and unbiased way. We recommend that you provide as much evidence as possible demonstrate how your knowledge, skills, abilities and aptitudes meet the selection criteria listed in the job description and person specification. Please provide examples for all information provided.  Please continue on separate page if necessary. | | | | | | | | |
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| **References** | | | | | | | | |
| Please note here the names, organisation name (where applicable) and contact details of two persons from whom we may obtain professional references. One must be from your current, or most recent employer. Friends or relatives are not acceptable. | | | | | | | | |
| 1.  Relationship to you:  email address:  Contact telephone number: | | | 2.  Relationship to you:  email address:  Contact telephone number: | | | | | |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: | | | | | | | | |
| Are you subject to any conditions or prohibitions placed on you by any statutory body in the UK? If yes, please provide details on a separate sheet, and send in a sealed envelope or in a separate email to: [insert name and contact details] | | | | | | | | |
| **Safeguarding declarations** | | | | | | | | |
| **Enhanced Disclosure and Barring Service (DBS) check**  All posts defined as ‘regulated activity’ are subject to an enhanced DBS check, so that any criminal background (including spent convictions, bind-over orders or cautions) is disclosed to the organisation. We cannot employee someone to this post without this check. If you are successful in applying for this post, we will ask the DBS for a disclosure.  The position you are applying for involves contact with vulnerable groups. It is exempt from the Rehabilitation of Offenders Act 1974, and all subsequent amendments (England and Wales). For this position, you are not entitled to withhold information about police cautions, bind-overs or any criminal convictions that would otherwise have been considered ‘spent’ under the Act. | | | | | | | | |
| Have you ever been convicted of any offence, been bound-over, or given a caution?  No  Yes – please provide full details: | | | | | | | | |
| Are you currently the subject of any Police investigation following allegations made against you?  No  Yes  If yes, please provide details below: | | | | | | | | |
| For information only:  The next two questions will be discussed with you, should you be short listed for interview. Please do not answer them now.   1. Have you been the subject of a formal disciplinary sanction, or are you in the process of ongoing disciplinary proceedings in your current employment? If yes – please provide details 2. Have you been dismissed from any previous employment? If yes – please provide details. | | | | | | | | |
| **I declare that the information I have given on this form is complete and accurate. I confirm that:**   * **I am not barred or disqualified from working with vulnerable groups, children or young people.** * **I am not subject to any sanctions or conditions on my employment, imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.**   **Signed:** Submission of this form byemail application will be accepted as your declaration. You will be required to sign the form before you are interviewed, if you are successful at the short-listing stage.  **Date:** | | | | | | | | |
| **Data protection statement** | | | | | | | | |
| The information gathered from this application form will be held by the organisation in accordance with our data protection policy and General Data Protection Regulations 2018.  When you complete this application form you are engaging with us in an agreement for possibly working with us (this is referred to as entering into a ‘contract’ for lawful data processing). Failure to provide us with the necessary personal information may result in us being unable to provide you with an interview if you were shortlisted.  As an applicant, you are entitled to request such data and other information relating to your application and/or selection from the organisation. Application forms will be stored with us securely for up to 6 months and then destroyed after this time. | | | | | | | | |
| **General declaration** | | | | | | | | |
| **By completing this declaration, I consent to the collection, recording and use of the information, which I have provided in the way described above. I declare that to the best of my knowledge and belief all the information I have given on this form is correct and can be treated as part of any subsequent contract of employment.** | | | | | | | | |
| **Signed:** submission of this form byemail application will be accepted as your declaration. You will be required to sign the form before you are interviewed, if you are successful at the short-listing stage.    **Date:** | | | | | | | | |
| **Submitting your application** | | | | | | | | |
| Please return your completed forms to: Claire Scaife claire.scaife@bristolparentcarers.org.uk | | | | | | | | |

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| **Data protection statement** |
| Data Controller name: Bristol Parent Carers |
| The organisation uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice for job applicants which is contained within the candidate pack, which was provided with this form.  In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.  Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting: Hayley Hemming [Hayley.hemming@bristolparentcarers.org.uk](mailto:Hayley.hemming@bristolparentcarers.org.uk) |
| **Signature:** (email submission will be accepted in the first instance, and you will be asked to sign this area of the form, should you be invited to interview)  **Date:** |

Text

Description automatically generated with medium confidence

Bristol Parent Carers is a Registered Charity No. 1197806. Registered address: The Clock Tower, 5 Farleigh Court, Old Weston Road, Bristol BS48 1UR



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| **JOB APPLICANT PRIVACY NOTICE** |

The organisation is aware of its obligations under the General Data Protection Regulation (GDPR) and current data protection legislation, and is committed to processing your data securely and transparently. This privacy notice sets out, in line data protection obligations, the types of data that we collect and hold on you as a job applicant. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

**Data controller details**

The organisation is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are: c/o Burton Sweet, The Clock Tower, 5 Farleigh Court, Old Weston Road, BS48 1UR

**Data protection principles**

In relation to your personal data, we will:

* process it fairly, lawfully and in a clear, transparent way
* collect your data only for reasons that we find proper for the course of your potential employment in ways that have been explained to you
* only use it in the way that we have told you about
* ensure it is correct and up to date
* keep your data for only as long as we need it
* process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed.

**Types of data we process**

We hold many types of data about you, including:

* your personal details including your name, address, date of birth, email address, phone numbers
* your photograph
* whether or not you have a disability
* information collected during the recruitment process such as references, education history and employment history
* documentation relating to your right to work in the UK
* driving licence

**How we collect your data**

We collect data about you in a variety of ways including the information you would normally include in communications about a job application, or notes made by our recruitment panel members during a recruitment interview. Further information will be collected directly from you when you complete forms at the start of your employment, for example, your bank and emergency contact details. Other details may be collected directly from you in the form of official documentation such as your driving licence, passport or other right to work evidence.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references. Personal data is kept in HR files or within the organisation’s systems.

**Why we process your data**

The law on data protection allows us to process your data for certain reasons only:

* in order to perform the employment contract that we are party to
* in order to carry out legally required duties
* in order for us to carry out our legitimate interests
* to protect your interests and
* where something is done in the public interest

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.

We need to collect your data to ensure we are complying with legal requirements such as:

* carrying out checks in relation to your right to work in the UK and
* making reasonable adjustments for disabled employees

We also collect data so that we can carry out activities which are in the legitimate interests of the organisation. We have set these out below:

* making decisions about who to offer employment to
* making decisions about salary and other benefits
* assessing training needs
* dealing with legal claims made against us

If you are unsuccessful in obtaining employment, your data will not be used for any reason other than in the ways explaining in relation to the specific application you have made.

**Special categories of data**

Special categories of data are held relating to your:

* health
* sex life
* sexual orientation
* race
* ethnic origin
* political opinion
* religion
* trade union membership and

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

* you have given explicit consent to the processing
* we must process the data in order to carry out our legal obligations
* we must process data for reasons of substantial public interest
* you have already made the data public.

We will use your special category data for the purposes of equal opportunities monitoring. This information will be anonymised, and will not form part of any selection process.

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where consent is withdrawn.

**Criminal conviction data**

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment should you be successful in obtaining employment. We use criminal conviction data to assess risk and to comply with legislation and other safeguarding duties. We rely on the lawful basis of the protection of the public and users of our service to process this data.

**If you do not provide your data to us**

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not able to process, or continue with your application.

**Sharing your data**

Your data will be shared with colleagues within the organisation where it is necessary for them to undertake their duties with regard to recruitment. This includes, for example, our external HR Consultant.

In some cases, we will collect data about you from third parties, such as employment agencies or former employers. Your data will be shared with third parties if you are successful in your job application. In these circumstances, we will share your data in order to obtain references, apply for a DBS check.

**Protecting your data**

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

Where we share your data with third parties, we provide written instructions to them to ensure that your data are held securely and in line with data protection requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

**How long we keep your data for**

In line with data protection principles, we only keep your data for as long as we need it for and this will depend on whether or not you are successful in obtaining employment with us.

If your application is not successful, we will keep your data for six monthsonce the recruitment exercise ends.

If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

**Automated decision making**

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement).

**Your rights in relation to your data**

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

* the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
* the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request
* the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
* the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
* the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
* the right to portability. You may transfer the data that we hold on you for your own purposes
* the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
* the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact Hayley Hemming [Hayley.hemming@bristolparentcarers.org.uk](mailto:Hayley.hemming@bristolparentcarers.org.uk)

**Making a complaint**

The supervisory authority in the UK for data protection matters is the Information Commissioner’s Office (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

**Data Protection Officer**

The organisation’s Data Protection Officer is Hayley Hemming [Hayley.hemming@bristolparentcarers.org.uk](mailto:Hayley.hemming@bristolparentcarers.org.uk)

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| Bristol Parent Carers is a Registered Charity No. 1197806. Registered address: The Clock Tower, 5 Farleigh Court, Old Weston Road, Bristol BS48 1UR | **EQUAL OPPORTUNITIES MONITORING:**  **DATA COLLECTION FORM** |

**Unique identification number:** (For office use only)

The data provided on this form does not form part of the recruitment and selection We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

**Age**

* Prefer not to say
* School age
* Over school age - 17
* 18-24
* 25-34
* 35-44
* 45-54
* 55-64
* 65-74
* 75+

**Disability**

Do you have a disability?

* Prefer not to say
* Yes, I am aware I have a disability
* No, I don’t have a disability
* As far as I am aware, I don’t have a disability

You will be considered as having a disability for discrimination purposes if you fit the definition as given in the Equality Act 2010. In the Act, a disability is a ‘physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.’ For these purposes, ‘long term’ is taken to mean the condition is likely to last longer than 12 months or likely to recur.

**Ethnicity**

* Prefer not to say

Asian or Asian British

* Bangladeshi
* Indian
* Pakistani
* Other Asian background (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Black or Black British

* African
* Caribbean
* Other Black background (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Chinese and other groups

* Chinese
* Other ethnic group (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Mixed race

* White and Asian
* White and Black African
* White and Caribbean
* Other Mixed background (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

White

* British
* Irish
* Other White background (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Religion or belief**

* Prefer not to say
* Buddhist
* Christian
* Hindu
* Jewish
* Muslim
* Sikh
* Other (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
* No religion

**Gender**

* Prefer not to say
* Male
* Female

**Sexual orientation**

* Prefer not to say
* Lesbian
* Gay man
* Bisexual
* Heterosexual/straight

End of equal opportunities monitoring form