Bath City Farm Application Form

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| Job Title | Deputy Manager  |
| Closing Date | Friday 28th June 2019, by 5pm |
| Proposed Interview Date  | Friday 12th July 2019 |

The information provided on this application form will remain private and confidential and will be used for the purpose of recruitment only.

The form is divided into three parts. Please complete all parts and do not separate any part of the form.

Where the application is successful the organisation may wish to process this information (as updated periodically) for personnel and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Act 1998.

Please also note that the organisation may approach third parties to verify the information that you have given. By signing this form you will be providing the organisation with your consent to all these uses.

On completion please return this form to:

**Address**: Sarah Neale, Bath City Farm, Kelston View, Bath, BA2 1NW

**Email**: recruitment@bathcityfarm.org.uk

**Tel**: 01225 481269

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| **1. Personal details** |
| Full Name: |  |
| Address: |  |
| **Contact Details** |
| Email: |  |
| Home Tel:  |  |
| Work Tel: |  |
| Mobile: |  |

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| **2. Employment History** |
| Please give details of all jobs held including part-time and unpaid work, starting with your current or most recent employer.Please provide an explanation for any gaps in employment |
| Name and Address of Employer  | Employment Dates | Position / Job Title  | Reason for Leaving  |
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| **3. Education, Technical and Professional Qualifications** |
| Please include details of schools or other professional bodies, and include grades achieved.  |
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| **4. Personal Development** |
| Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable. |
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| **5. Supporting Statement** |
| Please use this section to explain how your skills, knowledge and experience match the job description and the person specification. You may use up to 2 additional pages of A4. |
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| **6. Other Information** |
| How/where did you hear about this vacancy?  |
| Have you made an application to this organisation before? | Yes |  | No |  |
| If yes, please give details: |
| Are you currently eligible for employment in the UK? | Yes |  | No |  |
| Please state what documentation you can provide to demonstrate this, e.g. British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK. |
| Have you ever been convicted of a criminal offence? | Yes |  | No |  |
| If yes, please give details. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.) |

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| **7. References**  |
| We can only accept work reference from Line Manager, not work colleagues. Please use work contact details only, ensuring one reference is from your current or most recent employer. We do not accept personal references. |
| Name: |  | Name: |  |
| Position:  |  | Position:  |  |
| Company Name:  |  | Company Name:  |  |
| Address: |  | Address: |  |
| Telephone No:  |  | Telephone No:  |  |
| Email: |  | Email: |  |
| Occupation: |  | Occupation: |  |
| I give/do not give permission to take up my reference prior to an offer of employment being made (please delete as appropriate).  |

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| **Job Applicant Privacy Notice** |
| As part of any recruitment process, Bath City Farm (BCF) collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Before signing the declaration at the end of your application form, please read the following Job Applicant Privacy Notice.By signing this application form, BCF will assume that you agree to the processing of your personal data, as described in the Privacy Notice, in accordance with our registration with the Information Commissioner’s Office. |

**What information do we collect?**
BCF collects a range of information about you. This includes:
• your name, address and contact details, including email address and telephone number
• details of your qualifications, skills, experience and employment history
• information about your current level of remuneration, including benefit entitlements
• whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
• information about your entitlement to work in the UK.

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

We may also collect personal data about you from third parties, such as references supplied by former employers.

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).

**Why does BCF process personal data?** BCF 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 also need to process data in order 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, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

We may also need to process data from job applicants to respond to and defend against legal claims.

BCF may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled, to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, BCF may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

**Who has 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 business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We 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 and with employment background check providers, to obtain necessary background checks.

 **How does BCF protect data?**
We take 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.

**For how long does WHCF keep data?**
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. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment 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
• object to the processing of your data where BCF is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact us during the recruitment process at info@bathcityfarm.org.uk; or upon offer of employment, please contact the office administrator. If you believe that the organisation has not complied with your data protection rights, you can complain to the Data Protection Officer at info@bathcityfarm.org.uk

**What if you do not provide personal data?**
You are under no statutory or contractual obligation to provide data to BCF during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

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| **Declaration** |
| I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions (if this is required for the role), a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory.  |
| Signed: |  | Date: |  |

**Bath City Farm Monitoring Information Form**

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination on the grounds of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity. Completing this form is optional however should you wish to complete it please attach this with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process. If you would prefer not to give an answer to any of the options below please leave the box blank.

All the information supplied will be treated in the strictest of confidence. It will not be placed on your personnel file. Thank you for your assistance.

Please indicate Yes/No for the options below:

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| **1. Gender:** |
| Male  |  |
| Female |  |
| Other |  |
| **2. Age** |  years |
| **3. Marital Status** |
| Married (opposite sex) |  |
| Married (same sex) |  |
| Civil partnership |  |
| Single |  |
| Other |  |
| **4. What Is Your Sexual Orientation?** |
| Bisexual |  |
| Gay man |  |
| Gay woman/lesbian |  |
| Heterosexual/straight |  |
| Other |  |
| Prefer not to say |  |
| **5. Do You Have Any Disabilities? Please delete as appropriate:** | Yes / No |

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| **6. Ethnic Origin** I would describe myself as (please choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background): |
| **A White:** |
| British |  |
| English |  |
| Scottish |  |
| Welsh |  |
| Irish |  |
| Other, please specify: |  |
| **B Mixed:** |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Other, please specify: |  |
| **C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:** |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Other, please specify: |
| **D Black, Black British, Black English, Black Scottish, or Black Welsh:** |
| Caribbean |  |
| African |  |
| Other, please specify: |  |
| **E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:** |
| Chinese |  |
| Other, please specify: |  |
| **7. Where did you see this post advertised?** |
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