



**CONFIDENTIAL**

**CHILDREN AND FAMILIES GROUP**

*(This form is for use by Children & Families Ltd, Children & Families Children's Centres Ltd, Children & Families Childcare Ltd, FareShare Kent C.I.C.)*

**APPLICATION FOR THE POST OF .....**

*Please complete in dark ink or type to facilitate photocopying*

Surname ..... Initial(s) .....

Address .....

Postcode ..... email: .....

Telephone Number: (Home) ..... (Mobile) .....

| 1. EDUCATION  | DATES |    | QUALIFICATIONS<br>(NB – Proof will be required if appointed) |       |         |
|---|-------|----|--|-------|---------|
|   | FROM  | TO | SUBJECTS   | LEVEL | RESULTS |
| Schools attended since age 11.<br>Use another sheet if necessary. |       |    |  |       |         |
|   |       |    |  |       |         |

| 2. FURTHER/HIGHER<br>EDUCATION & TRAINING<br>(including short courses attended) | DATES |    | QUALIFICATIONS<br>(NB – Proof will be required if appointed) |       |         |
|---|-------|----|--|-------|---------|
|   | FROM  | TO | SUBJECTS   | LEVEL | RESULTS |
| Name of Training Organisation/<br>College or University                         |       |    |  |       |         |
|   |       |    |  |       |         |

3. Membership of any Professional Organisations (giving date and grade of membership) .....

4. Do you speak or read a foreign language? If so, please give details of proficiency.

**5. CURRENT OR MOST RECENT EMPLOYMENT**

Present/latest employer

Type of Business

Address .....

Starting date .....

Job Title ..... Salary £ ..... per .....

Leaving date .....

Reason for leaving .....

Main duties/responsibilities .....

.....

Notice required to terminate .....

**6. OTHER EMPLOYMENT (Most recent first)**

| EMPLOYER | DATES OF EMPLOYMENT | POST TITLE MAIN DUTIES | REASON FOR LEAVING |
|----------|---------------------|------------------------|--------------------|
|          |                     |                        |                    |

## 7. REFEREES

Name and addresses of two referees are required. Referees should be people who can comment on relevant experiences and one of whom should be your current or most recent employer

**References from family members or friends will not be accepted**

|  |  |
|--|--|
| Name                                       | Name                                       |
| Address                                    | Address                                    |
| Job title                                  | Job title                                  |
| Phone No                                   | Phone No                                   |
| Email                                      | Email                                      |
| Relationship to you                        | Relationship to you                        |
| May we contact before interview?    Yes/No | May we contact before interview?    Yes/No |

8. (i) Do you hold a Full driving licence? .....

(ii) If 'yes' please give details of years held and any endorsement details/dates .....

.....

(iii) Do you have a car available to use for work purposes, if required? .....

9. Are you currently undertaking any public duties (e.g. JP, local councillor, school governor etc) If so, please give details.

.....

.....

.....

10. Please give details of your interests and hobbies.

.....

.....

.....

.....

11. Please state why you are applying for this position and why you believe you would be suitable for the post, giving details of relevant skills and experience with particular reference to the Person Specification and any community experience, project and people management. You may also use this space for any further information you wish to give in support of your application. (Please use a continuation sheet if necessary).

12. Please indicate how you became aware of this vacancy.....

13. **PROTECTION OF CHILDREN**  
DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN IS REQUIRED. HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE OR RECEIVED A CAUTION, REPRIMAND OR WARNING?

Please answer YES or NO

Answering YES does not necessarily ban you from appointment. If YES, you are required to give details if the post for which you are applying is exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exceptions) (Amendment) order 1986. A subsequent offer of appointment will be dependent upon the completion of a satisfactory DBS (Disclosure & Barring Service) check.

14. **DECLARATIONS**

- i) I confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce evidence to verify this;
- ii) I confirm that I know of no reason why I should not work with children or vulnerable adults;
- iii) *(If applying for a post to be employed in childcare or a post concerned with the management of such childcare)* I confirm that I am not disqualified from working with children under the Childcare Act 2006 and the 2018 Regulations; (for further details please refer to the DfE guidance 'Disqualification Under the Childcare Act 2006'. A link to this guidance is provided on our website beneath the link to our application form.)
- iv) I confirm I understand that any offer of employment and continued employment will be contingent upon the satisfactory completion of any vetting procedures regarding my suitability to work with children and vulnerable adults, including Disclosure and Barring Service (DBS) checks;
- v) I confirm that all the above information is correct and that any false or misleading information will give my employer the right to terminate any employment contract offered at any time;
- vi) In compliance with GDPR, I agree to giving consent for the Children and Families Group to use my data and contact me about this job application.

Signature.....

Date.....

**\*\*\*PLEASE MAKE SURE YOU COMPLETE ALL THE QUESTIONS ON THE FOLLOWING PAGES, UNDER 'GENERAL DATA PROTECTION REGULATIONS' WE WILL NOT BE ABLE TO CONTACT YOU IF YOU DO NOT\*\*\***

**CHILDREN AND FAMILIES LTD**

**CONFIDENTIAL**

POST TITLE .....

APPLICANT NO .....

**EQUAL OPPORTUNITIES**

It is our policy to employ the best qualified personnel regardless of race, colour, national origin, disability, sex or marital status. Applicants are requested to provide the following information to enable us to monitor its Equal Opportunities Policy and other employment policies. This information will be treated as confidential.

TITLE: MR/MRS/MISS/MS/OTHER

SURNAME..... MAIDEN NAME .....

FIRST NAME(S) .....

SEX:            MALE         FEMALE

MARITAL STATUS ..... DATE OF BIRTH .....

NATIONALITY ..... NATIONAL INSURANCE NO .....

How would you describe your ethnic origin?

UK European     Other European     Oriental             Asian         Arabian

Black African     White African     Caribbean     Other (please specify) .....

Do you need a work permit to work in the UK? Yes/No

REHABILITATION OF OFFENDERS ACT 1974 Applicants for certain posts are not entitled to withhold information about convictions.

SIGNED ..... DATED .....

**PLEASE NOTE THIS INFORMATION WILL BE TREATED IN CONFIDENCE AND IS INTENDED TO PREVENT DISCRIMINATION. SHORTLISTING WILL BE CARRIED OUT IN THE ABSENCE OF THIS PAGE.**

# **CHILDREN AND FAMILIES LTD**

## **CONFIDENTIAL**

### **Job Applicant & Recruitment Privacy Notice**

#### **Data controller: Jim Duncan**

As part of any recruitment process, the organisation 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.

#### **What information does the organisation collect?**

The organisation 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; and
- information about your entitlement to work in the UK.

The organisation 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, including online tests.

The organisation may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is 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).

#### **Why does the organisation process personal data?**

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation 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 the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for

candidates who have a disability. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, the organisation may keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps 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.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The organisation will not transfer your data outside the European Economic Area.

### **How does the organisation protect data?**

The organisation takes the security of your data seriously. It has 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 the organisation keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for up to 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisations will hold your data on file for a further 6 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 for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

### **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 the organisation is relying on its legitimate interests as the legal ground for processing.



If you would like to exercise any of these rights, please contact Jim Duncan, [jimduncan@children-families.org](mailto:jimduncan@children-families.org)

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

### **What if you do not provide personal data?**

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

### **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.

### **Declaration: (Please tick the boxes and sign underneath to confirm you give consent to this processing)**

I understand and agree to the Children and Families Group using my personal data in accordance with the above privacy notice. I understand that I have the right to withdraw my consent at any time

**Name:**

**Signature:**

**Date:**

**CHILDREN AND FAMILIES LTD**

**CONFIDENTIAL**

**APPLICATION CHECK LIST**

1. Completed Application Form & Signed

2. Completed Equal Opportunities Form & Signed

3. Completed Job Applicant & Recruitment Privacy Notice  
(Declaration box ticked & signed)

***Please remember without the Job Applicant & Recruitment Privacy Notice  
Completed fully we will not be able to contact you.***