** APPLICATION FOR EMPLOYMENT**

|  |  |
| --- | --- |
| **Post and area applied for** |  |
| **Number of hours per week****you would prefer to work** |  |
| **Any particular shift patterns that suit you?** |  |
| **Where did you see this post advertised?** |  |

L2-2, Ivy Mill Business Centre, Crown St, Failsworth, M35 9BG

Tel: 0161 202 0050

Email: admin@ordinary-lifestyles.org.uk

www.ordinary-lifestyles.org.uk

Please refer to the job description and person specification for this post, and additional notes, before completing the form. Please do not attach a separate C.V.

|  |  |
| --- | --- |
| Name |  |
| Address |  Postcode: |
| Telephone | Home: | Mobile: |
| Email |  |

**Qualifications (Academic and/or Professional):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of Qualification** | **Place of Study** | **Level** | **Date Obtained** |
|  |  |  |  |

**Work related training – include any short courses you have undertaken e.g. Autism Awareness, First Aid**

|  |  |  |
| --- | --- | --- |
| **Details & Duration (e.g. 1 day course)** | **Training Provider** | **Date Obtained** |
|  |  |  |

Employment History:

Please give details of your work since leaving school. This can be paid work, voluntary work or work at home. Start with the most recent. Please explain reasons for any gaps in employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of employer(if applicable) | Job title and brief description of duties | Start date | Leave date | Reason for leaving |
|  |  |  |  |  |

**Hobbies/interests:**

|  |
| --- |
|  |

**Additional information in support of your application (Please refer to the job description & person specification & provide information about why you think you are suitable for this role).**

**Please provide details of two people who are willing to provide references, one of whom should be your present or most recent employer. N.B. Referees will only be contacted after the interview stage.**

|  |  |
| --- | --- |
| **1st Referee (current/most recent employer)** | **2nd Referee** |
| Name |  | Name |  |
| Job Title  |  | Job Title |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |

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**Do you have a current UK driving licence? Yes 🞏 No** **🞏**

**What type of driving licence do have? Manual 🞏 Automatic 🞏**

**Do you have access to a car? Yes 🞏 No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you consider yourself to have a disability? Yes** **🞏 No 🞏**

**Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you willing to take any vaccines which may be recommended whilst working with vulnerable adults (subject to any medical advice you may have), eg flu vaccine, Covid-19?**

 **Yes** **🞏 No 🞏**  **Unsure 🞏**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If you are a foreign national, do you have a UK work permit/right to remain?**

 **Yes 🞏 No 🞏 Unsure 🞏**

(We will need to see relevant documentation if you are offered a position)

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**Rehabilitation of Offenders Act (1974)**

Due to the nature of the work for which you are applying, this post is listed in the Rehabilitation of Offenders Act (1974) (Exceptions) Order (1975), therefore you are required to disclose any information regarding convictions against yourself, which would otherwise be regarded as 'spent'. Any such information will be treated in strictest confidence. An enhanced Disclosure & Barring Service (DBS) check will be requested should you be offered the position.

**Do you have any past convictions, cautions or bind-overs or any pending cases that may affect why you may be considered to work with vulnerable adults or children? Yes 🞏 No 🞏**

**If yes, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If successful in gaining employment with Ordinary Lifestyles, failure to disclose convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions where such an exception is appropriate.

Ordinary Lifestyles has a written policy on the recruitment of ex-offenders, which is available on request.

DECLARATION:

**I confirm that to the best of my knowledge the information I have provided in this application is correct**

SIGNATURE: ………………………………………………... DATE:.....................................................

**General Data Protection Regulation (GDPR) 2018–**

**Recruitment & Selection**

**Privacy Statement**

Here at Ordinary Lifestyles we take your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below; if you are unsure of anything please contact us on 0161 202 0050

**Personal Data We Collect**

We collect the following personal data relating to your employment application:

Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number)

Employment history

Qualifications

Disability Status

Driving License information

Eligibility to Work information

Declaration of Criminal Convictions

**How We Use Personal Data**

Your personal data will be used to process your employment application.

**How Long We Will Hold Personal Data**

Successful candidate’s data will be held under the company’s General Data Protection Policy details of which will be made available upon the offer of employment. Full details are available in the staff handbook.

Unsuccessful candidate’s data will be held of a period of 6 months to 1 year where upon it will be confidentially destroyed.

**Reasons We Share Personal Data**

We may share your personal data to aid our selection process.

We will not normally share personal data with anyone else, but may do so where:

* There is an issue that puts the safety of the individuals we support at risk
* There is an issue that puts the safety of our staff at risk
* We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

* The prevention or detection of crime and/or fraud
* The apprehension or prosecution of offenders

In connection with legal proceedings

* Where the disclosure is required to satisfy our legal obligations

**How We Protect Your Personal Data**

We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised, we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

**How to Access & Control Your Personal Data**

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the organisation holds about them. This includes:

* Confirmation that their personal data is being processed
* Access to a copy of the data
* The purposes of the data processing
* The categories of personal data concerned
* Who the data has been, or will be, shared with
* How long the data will be stored for, or if this isn’t possible, the criteria used to determine this period
* The source of the data, if not the individual
* Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests must be submitted in writing, either by letter or email. They should include:

* Name of individual
* Correspondence address
* Contact number and email address
* Details of the information requested

When responding to requests, we:

* May ask the individual to provide 2 forms of identification
* May contact the individual via phone to confirm the request was made
* Will respond without delay and within 1 month of receipt of the request
* Will generally provide the information free of charge
* May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary
* If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

Other data protection rights of the individual: In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

* Withdraw their consent to processing at any time
* Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
* Prevent use of their personal data for direct marketing
* Challenge processing which has been justified on the basis of public interest
* Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
* Prevent processing that is likely to cause damage or distress
* Be notified of a data breach in certain circumstances
* Make a complaint to the ICO
* Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

NOTE: Individuals should submit any request to exercise these rights to the Management Team. If staff receive such a request, they must immediately forward it to the Management Team.

**Consent**

I have read and consent to my personal data, as detailed above, being held and utilised by Ordinary Lifestyles for the purposes stated.

Signed: ………………………………………………………………. Date: ………………………………….

Please send a copy of your signed GDPR Form with your application form to the address provided.