 

**APPLICATION FOR EMPLOYMENT**

**Please complete in BLOCK CAPITALS**

|  |
| --- |
| 1. **ABOUT THE VACANCY**
 |
| Vacancy applied for | Click or tap here to enter text. | Name of Service | Click or tap here to enter text. |
| 1. **PERSONAL DETAILS**
 |
| Title | Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other [ ]  Please specify Click or tap here to enter text. |
| Surname | Click or tap here to enter text. | First Name(s) | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Daytime Phone No. | Click or tap here to enter text. | Evening Phone No. | Click or tap here to enter text. |
| Email Address | Click or tap here to enter text. |
| 1. **WORK HISTORY**

Start with your most recent job and work back. Continue on a separate sheet if necessary. Please explain if there are any gaps. |
| Employer Name and Address | Employment Dates | Position Held/Main Duties | Reason forLeaving | Salary |
| From | To |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. **EDUCATION AND TRAINING**

Start with the most recent and work back. Continue on a separate sheet if necessary. |
| University, college, school or other place studied | Course Studied | Qualifications Achieved | Date Achieved |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. **PROFESSIONAL REGISTRATIONS AND DISCLOSURES.**

Where applicable please provide details of your relevant professional registration and disclosure No’s. |
| **NMC No.**  |  | **GMC No.** |  |
| **HCPC No.** |  | **SSSC No.** |  |
| **PVG/Disclosure** |  | **DBS Disclosure** |  |
| 1. **ADDITIONAL EVIDENCE TO SUPPORT YOUR APPLICATION**

Please give details of any experience, skill or achievements which you feel may be relevant in your application for employment. Continue on separate sheet if necessary. |
| Click or tap here to enter text. |
| 1. **ADDITIONAL INFORMATION**
 |
| Please give dates of any holidays arranged. | Click or tap here to enter text. |
| Do you have any commitments which might limit your working hours?If Yes, please give further information below. | Yes [ ]  | No [ ]   |
| Click or tap here to enter text. |
| Are you willing to work overtime and weekends when required? | Yes [ ]  | No [ ]   |
| Have you ever been convicted of a criminal offence: (spent or unspent under the Rehabilitation of Offenders Legislation)? If Yes, please give further information below. | Yes [ ]  | No [ ]   |
| Click or tap here to enter text. |
| Salary range expected.  | Click or tap here to enter text. |
| How much notice are you required to give to leave your present employment?  | Click or tap here to enter text. |
| Have you worked for us before? If Yes, please give reason for leaving. | Click or tap here to enter text. |
| Please list your interests, sports, hobbies, etc. | Click or tap here to enter text. |
| Do you have a current full driving licence? | Yes [ ]  | No [ ]   |
| Does your licence have any current endorsements? If Yes, please give further information below. | Yes [ ]  | No [ ]   |
|  |
| 1. **REFERENCES**

Please give the names and addresses of two referees who are not related to you (both must be previous employers and **one must be your current or most recent employer**), who we can approach for a confidential assessment of your suitability for this job.  |
| Name  | Click or tap here to enter text. | Name  | Click or tap here to enter text. |
| Position  | Click or tap here to enter text. | Position  | Click or tap here to enter text. |
| Address | Click or tap here to enter text. | Address | Click or tap here to enter text. |
| Tel. | Click or tap here to enter text. | Tel. | Click or tap here to enter text. |
| Email | Click or tap here to enter text. | Email | Click or tap here to enter text. |
| Can we approach your present/most recent employer? | Yes [ ]  | No [ ]   |
| Are you agreeable to your current employer being contacted before an offer of employment is made? | Yes [ ]  | No [ ]   |
| 1. **DECLARATION OF APPLICANT**
 |
| I confirm that, to the best of my knowledge, the information I have given on this form is correct. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal. |
| Signed | Click or tap here to enter text. | Dated | Click or tap here to enter text. |

Before you complete your application, we need to let you know how we will be using the information you send us. Please read the applicant data privacy statement below.

**APPLICANT DATA PRIVACY NOTICE**

We are committed to protecting the privacy and security of your personal information, being transparent about how we collect and use your data and meeting our legal obligations. As part of the recruitment process, Enhanced Community Healthcare Options (ECHO) Limited, Deanston House Limited, Malsis Hall Limited and ECHO Supported Living Services Limited collects and processes personal data relating to job applicants.

Each Company in the group of companies (“we”, “the Company”) is the Data Controller of your information. This means that the Company is responsible for deciding how we hold and use your personal data. This privacy notice is intended to make you aware of how and why your personal data will be used, specifically for the purposes of the recruitment process, and how long it will usually be retained for in accordance with the Data Protection Act 2018.

**What information do we collect?**

In connection with your application, the company will collect, store, and use a range of information about you. This includes:

* the information you provide to us in your CV and/or covering letter and on your application, including your name, title, address and contact details, including email address and telephone number, date of birth and gender, together with details of your qualifications, skills, experience and employment history;
* information about your entitlement to work in the UK;
* any information you provide to us during an interview; and
* information about your current level of pay.

It also includes the following “special categories” of more sensitive personal data:

* equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief; and
* disability information so that we can make reasonable adjustments during the recruitment process.

We collect this information in a variety of ways. Data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment such as an online test.

We will also collect personal data about you from third parties, such as references supplied by current and former employers, but we will only seek this information with your consent. However, you must be aware that without this information we may not be able to proceed with the recruitment process.

Data will be stored in a range of different places, including on your application records, in HR management systems and on other IT systems (including email), and if successful in your personnel file.

**How do we use and why do we process personal data?**

We will use the personal data we collect about you to:

* assess your skills, qualifications, and suitability for the role;
* carry out reference checks;
* communicate with you about the recruitment process;
* keep records related to our hiring processes; and
* comply with legal or regulatory requirements.

Once we receive your application, we will process that information to decide whether you meet the requirements to be shortlisted for the role. If we decide to offer you an interview, we will use the information you provide at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references before confirming your appointment.

* We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from you allows us to manage the recruitment process, assess and confirm your suitability for employment and decide who to offer a job.
* We may also need to process data from you to respond to and defend ourselves against legal claims.
* We also need to process your personal data to decide whether to enter into a contract of employment with you.
* In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check your eligibility to work in the UK, if you are successful, before your employment starts.
* We process health information in order to consider whether to make or provide reasonable adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview, in compliance with our obligations under employment, social security and social protection law.
* We process information about your ethnic origin, sexual orientation, health or religion or belief, to aid equal opportunity monitoring and reporting and/or to comply with legal and/or regulatory requirements. Applicants are entirely free to decide whether or not to provide such information and your application will not be affected either way.

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

If you fail to provide information which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, we require references for this role, and you fail to provide us with relevant details, we will not be able to take your application further.

**Who has access to your data?**

Your information will be shared internally for the purposes of the recruitment process. This includes members of the admin team, those involved in the recruitment process, 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 where we are obliged to do so in compliance with a legal obligation or in compliance with our obligations in respect of regulatory bodies, government bodies and agencies or courts and court-appointed persons.

**How do we protect data?**

We take the security of your data seriously. We have internal policies, procedures 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. We have procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

**For how long do we keep data?**

Successful applicants

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR records and retained during and after your employment in accordance with our data protection policies.

Unsuccessful applicants

If your application for employment is unsuccessful, we will hold your data on file for 12 months after the end of the relevant recruitment process. This is necessary to enable the Company to comply with any legal obligations or for the exercise or defence of legal claims. Where applicable by legal or regulatory obligations we may retain such information for a longer period. At the end of that period, we will securely destroy your personal data in accordance with our data retention.

In the event that any court actions or other legal proceedings are pending, or impending, personal data will be deleted after termination of the court action or legal proceeding as appropriate.

**Your rights in connection with your personal data**

Under certain circumstances, by law you have the right to:

* + Request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
	+ Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
	+ Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing.
	+ Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
	+ Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
	+ Request the transfer of your personal data to another party.

If you want to review, verify, correct or request erasure of your personal data, object to the processing of your personal data, or request that we transfer a copy of your personal data to another party, please contact the company’s Data Protection Officer.