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| CANDIDATE NUMBER | |



PRIVACY NOTICE FOR JOB APPLICANTS

in compliance with the Data Protection Act 2018 and the EU General Data Protection Regulation ("GDPR") effective 25th May 2018

1. St Paul's Hostel "the organisation" takes the security and privacy of your personal data seriously. We have internal policies and controls in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by our employees in the proper performance of their duties.
2. St Paul's Hostel is a 'Data Controller' for the purposes of your personal data; this means that we determine the purpose and means of the processing of your personal data.
3. As part of any recruitment process, the organisation collects and processes personal information or 'data' about job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.
4. We will collect and use the following types of personal data about you:
 - a. Your name, address, contact details, including e-mail address and telephone number(s);
 - b. Your National Insurance number;
 - c. Details of your education, qualifications, skills, training and membership of professional bodies;
 - d. Your experience and employment history;
 - e. Information about your current level of remuneration, including benefit entitlements;
 - f. Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
 - g. Information about your entitlement to work in the UK;
 - h. Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.
5. The organisation collects 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 interview or other forms of assessment, including online tests.
6. The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from background check providers and information from criminal records checks (where applicable). The organisation will only seek information from such third parties once a provisional job offer has been made and will inform you that it is doing so.
7. Data will be stored in a range of different places, including in recruitment files, in HR management systems and on other IT systems, including e-mail.

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8. The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.
9. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required by law to check a successful applicant's eligibility to work in the UK before employment starts.
10. 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.
11. The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.
12. Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.
13. 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 to carry out its obligations and exercise specific rights in relation to employment.
14. The organisation will not, without your consent, use your data for any purpose other than the recruitment exercise for which you have applied.
15. Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the 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.
16. The organisation may share your data with third parties such as external HR providers for shortlisting or other recruitment/assessment assistance.
17. If your application is successful and the organisation makes you a provisional offer of employment, your data may be shared with former employers (or other referees nominated by you) for reference purposes, employment check providers to obtain necessary background checks and the Disclosures and Barring Service to obtain necessary criminal records checks (where applicable). We require those third parties to keep your personal data confidential and secure and to protect it

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in accordance with the law and our policies. They are only permitted to process your data for the lawful purpose for which it has been shared and in accordance with our instructions.

18. The organisation will not transfer your data outside the European Economic Area.
19. If your application is unsuccessful the organisation will hold your data on file for 6 months after the end of the relevant recruitment process.
20. If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. You will be provided with a new Privacy Notice for employees and workers.
21. As a data subject, you have a number of rights. You can:
 - a. Access and obtain a copy of your data on request;
 - b. Require the organisation to correct incorrect or incomplete data;
 - c. Require the organisation to erase or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
 - d. Object to the processing of your data where the organisation is relying on its legitimate interests as the legal grounds for processing; and
 - e. Ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.
22. If you would like to exercise any of these rights, please contact the organisation's Data Compliance Officer who is the Chief Executive.
23. In addition, if you believe the organisation has not complied with your data protection rights you can complain to the Information Commissioners' Office (ICO).

What if you do not provide personal data?

24. 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.
25. You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

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Automated decision-making

26. The organisation's recruitment processes do not rely on automated decision-making.

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JOB APPLICATION FORM

NOTES: Please read all these notes before completing this application.

As this application may be photocopied please complete the form in black ink or typescript. Applications will only be considered from candidates who meet the essential criteria outlined in the Person Specification. Please relate your application to the job details that have been provided.

To ensure a fair and effective selection procedure, applications will only be accepted on an official St Paul's Hostel Application Form.

EQUAL OPPORTUNITIES POLICY: St Paul's Hostel is committed to equal opportunities.

In accordance with the Equality Act 2010, we aim to ensure that no job applicant will be treated unfavourably on the grounds of a protected characteristic. These are: age, disability, gender reassignment, pregnancy/maternity, race, religion, sex, sexual orientation, marriage and civil partnership status.

We also aim to ensure that no job applicant is treated unfavourably on the grounds of income, social status, employment status, political beliefs or those with caring responsibilities.

Any person with a declared disability, who meets the essential minimum criteria for the post applied for will be guaranteed an interview.

CRIMINAL CONVICTIONS: Applicants are required to complete the Rehabilitation of Offenders Act 1974 section of the Application Form. St Paul's reserve the right to make an application for a police check.

HEALTH: All candidates must be medically fit to carry out the duties of the job for which they apply. Following a conditional offer, the preferred candidate will be asked to complete a detailed medical questionnaire and, if required, undergo a medical examination to prove their suitability for the specified role.

COMPLAINTS: Applicants for posts within St Paul's have the right to complain if they consider that they have been unlawfully discriminated against during the selection process on grounds of a protected characteristic. Any complaint must be made in writing to the Chairman within three months of the action in question.

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| POST APPLIED FOR: | REF NO: |
|-------------------|---------|
| | |

PERSONAL DETAILS: (please complete in BLOCK CAPITALS using black ink)

| | |
|----------|-------------------|
| Surname: | Previous surnames |
| | |

First names:

Current address:

Postcode:

Telephone no.:
(inc STD code)

Alternative contact nos.:

E-mail address:

National Insurance no.:

| | | | | | | | | | |
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**IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006
(Please note that all applicants will be required to evidence their eligibility to work in the UK.)**

Do you have the right to work in the UK?

| | |
|-----|----|
| Yes | No |
|-----|----|

Please advise of any restrictions to your right to work in the UK:

Where did you see the job advertised:

Declaration: I confirm that information provided throughout this Application Form is accurate and has been completed by me. I accept that deliberately falsifying or omitting information will disqualify my application, or, if after appointment, could constitute grounds for dismissal. I undertake to inform St Paul's Hostel of any changes to the information provided.

| | |
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| Signed: | Date: |
| | |

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Equal Opportunities Employment Monitoring Questionnaire

CONFIDENTIAL (please note this page will be detached before shortlisting)

| | | | | | | |
|---|---------------------------------------|--------------------------------------|--------------------------------------|--------------------------|--|--|
| DATE OF BIRTH | DAY | MONTH | YEAR | AGE | | |
| | | | | | | |
| GENDER | MALE | FEMALE | | | | |
| | | | | | | |
| GENDER IDENTITY (where applicable) i | INTER-SEX | TRANS-SEXUAL | TRANSGENDER | PREFER NOT TO STATE | | |
| | | | | | | |
| ETHNIC GROUP (Ethnic group categories are not about nationality, place or birth or citizenship - they are about the group to which you perceive you belong) | WHITE BRITISH | WHITE IRISH | ANY OTHER WHITE | | | |
| | | | | | | |
| | MIXED - WHITE AND BLACK CARIBBEAN | MIXED - WHITE AND BLACK AFRICAN | MIXED - WHITE AND ASIAN | ANY OTHER MIXED HERITAGE | | |
| | | | | | | |
| | ASIAN OR ASIAN BRITISH - INDIAN | ASIAN OR ASIAN BRITISH - PAKISTANI | ASIAN OR ASIAN BRITISH - BANGLADESHI | ANY OTHER ASIAN | | |
| | | | | | | |
| | BLACK OR BLACK BRITISH - CARIBBEAN | BLACK OR BLACK BRITISH - AFRICAN | ANY OTHER BLACK | | | |
| | | | | | | |
| CHINESE | ANY OTHER ETHNIC GROUP (Please state) | | | | | |
| | | | | | | |
| DISABILITY ii | YES | NO | | | | |
| | | | | | | |
| SEXUAL ORIENTATION | HETEROSEXUAL | LESBIAN/GAY/BI-SEXUAL | PREFER NOT TO STATE | | | |
| | | | | | | |
| MARITAL STATUS | SINGLE | COHABITING/MARRIED/CIVIL PARTNERSHIP | SEPARATED/DIVORCED/WIDOWED | PREFER NOT TO STATE | | |
| | | | | | | |
| RELIGION/BELIEF/FAITH | NONE | CHRISTIAN | OTHER | PREFER NOT TO SAY | | |
| | | | | | | |
| ARE YOU PREGNANT OR HAVE YOU GIVEN BIRTH IN THE LAST 26 WEEKS? | YES | NO | | | | |
| | | | | | | |

i If you identify yourself as transsexual, transgender (in that you have effected a permanent change of gender identity) or intersex (being an individual displaying sexual characteristics of both male and female), please state which group you identify with.

ii Under the Equality Act 2010, a person is defined as disabled if they have (or have recovered from) a physical or mental impairment and the impairment has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities.

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Signed:

Dated:

| | |
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| POST APPLIED FOR: | REF NO: |
| | |

EDUCATION, TRAINING AND QUALIFICATIONS:
 (If invited to interview, you will be required to produce education certificates)

| Secondary School, colleges, universities attended (Please state most recent first) | Dates attended | | Examinations passes (dates, levels, grades, etc) |
|---|----------------|----|---|
| | From | To | |
| | | | |

Other training courses completed which are relevant to the post (as set out in the Person Specification):

| Organising body and title: | Brief description of course content, dates attended and qualification achieved |
|----------------------------|--|
| | |

Please list any further qualifications you are studying for, and when you expect to qualify

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| Details of current membership of professional organisations (grade and date achieved): | |
| | |

EMPLOYMENT HISTORY (PAID AND UNPAID WORK)
 Please give dates and details of your employment history starting with your current or most recent job. Where you have had a break in employment, please give dates and details of what you did during your break. Please ensure you provide the full postal address (with postcode) for all employers.
 (References will be taken out to cover a period of 5 years prior to application - please note that no approach will be made to your current employer before a conditional offer of employment has been made and accepted by you.)

| Name, address, postcode and nature of business | Position held | Dates of employment | | Reason for leaving |
|--|---------------|---------------------|------|--------------------|
| | | Started | Left | |
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| EMPLOYMENT HISTORY CONTINUED (if necessary) | | | | |
|--|---------------|---------------------|------|--------------------|
| Name, address, postcode and nature of business | Position held | Dates of employment | | Reason for leaving |
| | | Started | Left | |
| | | | | |

Please briefly summarise your current duties and responsibilities:

What is your current rate of pay?

£

How much notice does your current employer require?

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| | weeks/months |
|--|--------------|

RELEVANT KNOWLEDGE, SKILLS AND ABILITIES

St Paul's Hostel believes that general life experience and voluntary as well as paid work should be valued. Please review the Person Specification and detail how you believe you meet the requirements of the role (NB this information will be used for shortlisting and it is therefore important that you carefully consider each of the essential and desirable criteria).

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OTHER IMPORTANT INFORMATION

Do you hold a current valid driving licence?

| | |
|-----|----|
| Yes | No |
|-----|----|

Do you have access to a vehicle for use at work if required?

| | |
|-----|----|
| Yes | No |
|-----|----|

(Please check Job Description to see if this is a Special Condition of the Post)

Are you related to, or do you have a close personal relationship with, a member of the Board of Trustees or an employee of St Paul's Hostel?

| | |
|-----|----|
| Yes | No |
|-----|----|

If you have answered Yes, please enclose with your application form a sealed letter giving details of

- Job title and reference number of the job you are applying for
- Name of the person to whom you are related, or have a close personal relationship with, and how you are related.

Please clearly mark the sealed envelope with your name and the title 'Relationships'.

Have you ever been convicted of a criminal offence?

| | |
|-----|----|
| Yes | No |
|-----|----|

The Rehabilitation of Offenders Act 1974 provides that certain convictions shall be regarded as “spent” after specified periods of time have elapsed. You do not need to disclose convictions that are “spent” at the date you sign the application form.

If yes, please give details:

| Date | Court/Police Station which dealt with the matter | Offence(s) (if none, state 'none') | Result |
|------|--|------------------------------------|--------|
| | | | |

Please disclose any charge or summons at present outstanding against you:

| Date of alleged offence | Nature of alleged offence | Court/Police Station dealing with the matter |
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| <p>Do you consider you have a disability:</p> | | | |
| <table border="1"> <tr> <td style="width: 50px; text-align: center;">Yes</td> <td style="width: 50px; text-align: center;">No</td> </tr> </table> | Yes | No | |
| Yes | No | | |

| |
|--|
| <p>If you have a disability, please tell us about any adjustments we may need to make to assist you at interview:</p> |
| |

The information provided on this form will be used by St Paul's for recruitment, monitoring records and for personnel records in respect of successful applications. Unsuccessful applications will be destroyed in line with the St Paul's Retention and Disposal policy.

Unless otherwise stated on the advert, please return your completed form by the closing date to:

**Administrator
St Paul's Hostel
Hillsborough
Tallow Hill
Worcester
WR5 1DB**