



Application Form

You must ensure that you complete ALL sections of the application form and not leave any gaps. If you feel that you have further information, relevant to your application, which you would like us to know, please use a separate sheet of paper.

All applications **MUST** be hand written.

General Data Protection Regulations (GDPR) – Consent Form for Job Applicants

We are required to collect and hold data about applicants to enable the company to process job applications. GDPR places an obligation on employers to inform all applicants in detail about why we collect data, what we do with it, and how long we expect to retain it.

In order to process your application, we must obtain your informed consent about the data that we may hold about you. We are not planning to transfer your data outside the EEA.

We are required to hold personal recruitment and special data (ethnic monitoring data) about you in order to process your employment application. The types of data, reason for holding the data, and duration that the data is stored for, can be found below:

Recruitment Data

Personal information

Previous employers / job roles / salaries

Qualifications and skills obtained

Disclosure & Barring Service certificate information (if applicable)

This data will allow us to make a decision on your suitability for employment.

Data obtained during recruitment will only be kept until either; your application has been declined and then destroyed after 6 months, or if an offer of employment is made, transferred to your personnel record.

Ethnic Monitoring Data

Data relating to your racial origin, religion, gender, sexual orientation etc that are classed as protected characteristics under the Equality Act 2010.

We use this data to understand the ethnic make up of our workforce and job applicants, and it allows us to inform our recruitment process if we believe we do not have the correct diversity.

Data obtained during recruitment will only be kept until either; your application has been declined and then destroyed after 6 months, or if an offer of employment is made, transferred to your personnel record.

AGREEMENT TO USE MY DATA

I hereby freely give my prospective employer consent to use and process my personal data relating to my job application. In giving this consent, I:

- Understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR)
- Understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge
- Understand that I can request that data that is no longer required to be held can be removed from my file and destroyed. In this instance I understand that I must provide details as to why I believe that the data being held is incorrect or being held unlawfully
- Understand that if I am unsuccessful with my application, my data will be destroyed after 6 months.

Applicant Name (Print):

Signature:

Date:

Position applied for: Date applied for:

How did you find out about the position?

PERSONAL DETAILS

Title: Mr / Mrs / Miss / Ms / Other (please delete as applicable)

First names: Surname:

Date of birth: Current age:

Address: Postcode:

Telephone numbers (including mobile): /

Email address: N.I. No:

Do you have the right to work in the UK? YES / NO

If you are not British or EU National, are you entitled to take up employment in the UK? YES / NO / N/A

Do you have a work permit? YES / NO / N/A (If yes, please specify the terms/expiry:))

EDUCATION / TRAINING

School / college / university / training provider name	Qualification Attained (please provide exact title)	Grade / level	Date Achieved	Awarding Body

Please give details of any membership of any technical or professional bodies:

Do you have any other skills you would like to tell us about (i.e. musical, languages, First Aid etc)?

Do you hold a full, clean UK driving licence? YES / NO (If yes, when is it valid from?

EMPLOYMENT HISTORY

Please **start with your present employer** if applicable, and include an explanation for any gaps in your employment. Continue on a separate sheet if necessary.

Employer's Name & Contact Details	Job Title	Start Date	Leave Date	Duties	Reason for Leaving	Final Salary / Hourly Rate

If you are currently employed, how much notice do you need to give to terminate your employment?

HOBBIES AND INTERESTS:

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SUITABILITY

Why have you applied for this job and why do you feel you would be the preferred candidate?

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REFERENCES

Please supply two references, preferably from your **last two employers**. If you do not have two previous employers, then you may provide personal references but they must not be family or close friends.

Company Name:	Company Name:
Address including postcode:	Address including postcode:
Referee's Name:	Referee's Name:
Job Title:	Job Title:
Email address:	Email address:
Telephone Number:	Telephone Number:
Relationship to Self:	Relationship to Self:

References may be requested during the application stage (prior to any interview that may be offered), in accordance with Safeguarding and Child Protection procedures. Please tick to confirm you allow this:
If you have a genuine concern in us doing so, please attach alternative Referees that may be contacted and mark this clearly on your application.

CRIMINAL RECORD

The job for which you are applying involves substantial access to children and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as 'spent' (please detail below):

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The position is subject to the receipt of an Enhanced Disclosure and Barring Service Check. If an offer of employment is made and you do not receive clearance from such check, we may either withdraw our offer or terminate your employment.

If you hold an Enhanced DBS Certificate for the Child Workforce already, and are registered with the Update Service, please confirm that you give Clocktower Childcare Ltd the authority to receive update information (within the meaning of section 116A of the Police Act 1997) in relation to your criminal record Certificate for the purposes of asking an exempted question within the meaning of section 113A of the Police Act 1997; or in relation to your enhanced criminal record Certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of section 113B of the Police Act 1997, by completing the following information:

DBS Certificate Number registered on Update Service:

Please note, should you succeed the interview stage, we would need sight of your original DBS Certificate to confirm; 1. It is Enhanced; 2. It is for the Child Workforce; and 3. The issue date.

The information that you provide will be handled and processed in accordance with the Data Protection Act and General Data Protection Regulation (GDPR). If you are appointed, this information will form part of your personnel record.

Please advise us at your earliest convenience if there are any special circumstances we may need to consider to enable you to attend an interview with us i.e. ramp access or lighting levels. A Health Declaration Form will be issued to any candidates that succeed the interview stage.

I confirm that the above information supplied by me is true, accurate and factual representation. I also declare that any CV submitted with this application is also a true, accurate and factual representation.

I understand that if I have lied or mislead you in any way, any offer of employment will be withdrawn or my employment terminated.

Signed: Print name:

Date: