

**Employer: Gloucestershire Parent Carer Forum**

**Unit 16, Highnam Business Park, Newent Road, Highnam, Gloucestershire GL2 8DN**

Name of Post applied for: **Autism and LD Family Peer Supporter**

**Notes**

1. To apply for a post with *Gloucestershire Parent Carer Forum CIC* you must fill in this form and return it to coordinator@glosparentcarerforum.org.uk. **CVs will not be accepted** and any application made this way will be void. Please complete all 7 sections of this form and note our privacy information on the final page. All the information requested is needed both so that we can appoint the most suitable candidate, and to safeguard the families, children and vulnerable adults we work with. **Post holders may be required to undertake a Disclosure and Barring Scheme check and will need to produce evidence of their eligibility to work in the UK.**

2. **Before shortlisting, the information in sections 1 - 4 is separated and the rest of your application is given a reference number to ensure you are assessed solely on your ability to compete for the post for which you have applied.**

3. **In Section 7 - Supporting Statement**, please take the opportunity to say anything you feel will support your application. Your application will be assessed against the person specification for the post, please make sure you read this and show how your experience is relevant.

**Section 1 : Personal Details**

|  |  |
| --- | --- |
| **Full name & address (including postcode)** | **Contact details:**Home Tel No:Mobile Tel No:Email: |
| Full Name: |
| Address:Post Code: |

Do you hold a current full driving licence? □ Yes □ No

# Section 2 : References

Please give the names of two referees, one of whom should be your current or most recent employer. ***Please note: references will be taken up only after interview.***

|  |  |
| --- | --- |
| 1. Name & Organisation

 (if applicable) |  |
| Address (inc post code) |  |
| Tel no & Email |  |  |
| Relationship to you |  |

|  |  |
| --- | --- |
| 1. Name & Organisation

 (if applicable) |  |
| Address (inc post code) |  |
| Tel no & Email |  |  |
| Relationship to you |  |

**Section 3**

Because of the nature of the post for which you are applying, please list all convictions, cautions, pending police action or any police investigation you have been subject to. In the event of you being employed in this post, failure to disclose any information requested will result in dismissal.

|  |  |
| --- | --- |
| Have you ever been convicted of any court offence/been cautioned, or are you subject to any pending police action or investigation? |  □ Yes □ No |

If yes, please provide details of offence, date, and sentence in a separate, sealed envelope which will subsequently be returned to you. It will only be opened if you are considered for appointment (depending on the nature of the offence and when it happened you may or may not be disqualified). Alternatively, you can email the information to us if you feel it appropriate.

Please **do not** put details on this form. Such information will be confidential to the appointment panel.

**Section 4: Declaration**

|  |  |
| --- | --- |
| Do you need a work permit to take up employment in the UK? | □ Yes □ No |
| If so do you have one? | □ Yes □ No |

**Please only sign this once you have completed all sections and have evidence of your eligibility to work in the UK.** If any information recorded here is subsequently found to be untrue or inaccurate any employment contract may be invalidated and the employee subject to disciplinary action or dismissal.

Application forms for unsuccessful applicants will be held on file for one month to enable us to give feedback, after this time they will be destroyed.

***I declare that to the best of my knowledge and belief the information given on this application form is true and correct and that I am eligible to work in the UK.***

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Dated: |  |

**GLOUCESTERSHIRE PARENT CARER FORUM – RECRUITMENT - EQUALITIES MONITORING – SECURE ONLINE FORM**

To help us ensure that Gloucestershire Parent Carer Forum is recruiting fairly and equitably please use the **link on our jobs page** to complete our equalities monitoring form. This information will not be used by those involved in shortlisting or interviewing for the job. The information provided will be recorded anonymously by Gloucestershire Parent Carer Forum’s staff. The data collected will be used for monitoring and reporting to Gloucestershire Parent Carer Forum’s Directors and Committee.

**Section 5 : Education, Training, Courses and Qualifications**

Please include details of all education and relevant training, starting with the most recent first. (Please insert additional lines as necessary.)

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| --- | --- | --- | --- |
| **Dates** | **Institution** | **Course** | **Results** |
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**Section 6: Employment history**

Please begin with your current or most recent employment. Please include details of any relevant voluntary work. Please fill this in to the nearest month. Please show any gaps and provide a brief description of what you were doing during that time. Safer Recruitment practice requires us to query any unexplained gaps.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer / voluntary organisation | Dates employed from - to | Position held and main duties | Reason for leaving |
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**Section 7: Supporting Statement**

Please complete this section by giving evidence of your skills/experience in each area identified in the job description and person specification for the job you are applying for. Please continue onto the next page if needed (maximum of 2 pages).

**Gloucestershire Parent Carer Forum - Job Applicant Privacy Notice**

This notice is compliant with the Data Protection Act (2018) and provides job applicants with information about how their personal data will be used.

As part of our recruitment process Gloucestershire Parent Carer Forum collects and processes personal data relating to job applicants. Gloucestershire Parent Carer Forum is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information does Gloucestershire Parent Carer Forum collect?**

A part of its recruitment processes Gloucestershire Parent Carer Forum collects and processes a range of information about applicants. This includes:

* name, address and contact details, including email address and telephone number;
* details of qualifications, skills, experience and employment history;
* information about applicant’s criminal record;
* whether or not applicants have a disability for which Gloucestershire Parent Carer Forum needs to make reasonable adjustments; and
* equal opportunities monitoring information including information about ethnic origin, sexual orientation and religion or belief.

Gloucestershire Parent Carer Forum may collect this information in a variety of ways. For example, data might be collected through application forms, obtained from passports or other identity documents, or through interviews or other assessments.

Gloucestershire Parent Carer Forum may collect personal data about applicants from third parties, such as references supplied by former employers and nominated referees.

Data will be stored in a range of different places, including in application records, Gloucestershire Parent Carer Forum’s HR management systems and in other IT systems (including Gloucestershire Parent Carer Forum’s email system).

**Why does Gloucestershire Parent Carer Forum process personal data?**

Submission of an application form for a job will constitute consent to the processing of information in line with processes required by our recruitment procedures.

In some cases, Gloucestershire Parent Carer Forum needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK.

Gloucestershire Parent Carer Forum 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 us to manage the recruitment process, assess and confirm a candidate’s suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

Gloucestershire Parent Carer Forum processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. Data that Gloucestershire Parent Carer Forum uses for these purposes is anonymised and is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

**Who has access to candidate’s data?**

Information about candidates may be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team and others who support our recruitment processes.

Gloucestershire Parent Carer Forum will not share your data with third parties except to obtain references when we will share your data with your nominated referees.

Gloucestershire Parent Carer Forum uses secure cloud-based information storage services including Google Drive. Emp

**How does Gloucestershire Parent Carer Forum protect data?**

Gloucestershire Parent Carer Forum takes the security of your data seriously. Gloucestershire Parent Carer Forum has a Privacy Policy in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

**For how long does Gloucestershire Parent Carer Forum keep data?**

Our Privacy Policy states that Gloucestershire Parent Carer Forum will keep your data for as long as required to carry out our legal obligations and where we have a legitimate business interest. We keep Job candidate information as follows:

|  |  |  |
| --- | --- | --- |
| Job candidate information | 6 months/ 1 year | The records of those not shortlisted for interview will be kept for 6 months and for 1 year for those invited for interview. This allows for revisit if the recruitment is unsuccessful and also for challenge of the recruitment process. |

**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 Gloucestershire Parent Carer Forum to change incorrect or incomplete data;
* require Gloucestershire Parent Carer Forum 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 BRR is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the person who lead the appropriate recruitment process.

If you believe that Gloucestershire Parent Carer Forum 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 Gloucestershire Parent Carer Forum during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.