

THE BRIDGE

Post Applied for:

Job Application Form

Closing Date:

It is important that you read the job candidate privacy policy (Section 13) before completing this application form. Please complete this form fully using black ink or type.

Please also attach a copy of your CV to this application form. Please note, CV's are not accepted without a completed application form. Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE, USED ONLY FOR THE PURPOSES OF RECRUITMENT, AND PROCESSED IN ACCORDANCE WITH THE DATA PROTECTION ACT 2018.

Section 1 Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone N^o:

Daytime/work
Telephone N^o:

Mobile Telephone N^o:

E-mail address:

Can we contact you at work?

Yes

No

Are you free to remain and take up
employment in the UK with no current
immigration restrictions?

Yes

No

*NB: you will be required to bring proof of your right to work in the UK if you are invited to the interview stage of the application process.

Do you have a full clean driving license?

Yes

No

Are there any dates you would not be available for interview?

Status:

Internal Applicant

External applicant

CV attached?

Yes

Please state where you saw this post advertised

Section 2 Current Employment

Current Employment (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Description of duties, responsibilities and skills demonstrated:

Period of Notice:

Last day of service

(if no longer employed):

Reason for leaving:

Section 3 Previous Employment

Previous Employment (most recent employer first). Please cover the last 3 years and state nature of business

Name of Employer:

Address:

Postcode

Date to & from:

Position Held:

Description of duties, responsibilities and skills demonstrated:

Reason for leaving:

Name of Employer:

Address:

Postcode

Date to & from:

Position Held:

Description of duties, responsibilities and skills demonstrated:

Reason for leaving:

Name of Employer:

Address:

Postcode

Date to & from:

Position Held:

Description of duties, responsibilities and skills demonstrated:

Reason for leaving:

Continue on a separate sheet if necessary

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Section 5 Professional Qualifications/Training

Please give details:

Professional/Technical/Management Qualifications	Course Details
Membership of any Professional Associations- Please state level of Membership:	

Continue on a separate sheet if necessary

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course

Continue on a separate sheet if necessary

Section 6 Personal Statement

Experience, knowledge, skills and abilities:

Please use this section to explain in detail **how you meet the essential and desirable criteria for the role** you have applied for as detailed on the experience, knowledge, skills and abilities section of the person specification. If you are or have been involved in voluntary/unpaid activities, please also include this information.

Section 7 Protecting Vulnerable Adults

Chief Executive Officer (CEO):

The role you are applying for will be subject to an enhanced Disclosure and Barring Service (DBS) **and** Barred Adults List background check due to supervising those working with vulnerable adults. If a conditional offer of employment is made, we will write to you to request consent to carry out this check.

Catering and Driving Assistant:

The role you are applying for will be subject to an enhanced Disclosure and Barring Service (DBS) background check due to working with vulnerable adults. If a conditional offer of employment is made, we will write to you to request consent to carry out this check.

Meal Delivery Driver:

The role you are applying for will be subject to a basic Disclosure and Barring Service (DBS) background check. If a conditional offer of employment is made, we will write to you to request consent to carry out this check.

Hospitality Chef (Sudbury AFC):

The role you are applying for will be subject to a basic Disclosure and Barring Service (DBS) background check. If a conditional offer of employment is made, we will write to you to request consent to carry out this check.

Section 8 Equality Act 2010

This Act protects people with disabilities from unlawful discrimination. We are an equal opportunities employer and wish to support and assist disabled job applicants through the recruitment process.

Do we need to make any specific arrangements in order for you to attend your interview or carry out online psychometric testing (if applicable)?

Yes No

If "yes", please give brief details of the effects of your disability and any other information that you feel would help us to accommodate your needs during your interview and/or assessment test and thus meet our obligations under the Equality Act 2010:

Section 10 References

We require employment reference history for the last 3 years of your employment. Please give the names and details of your two most recent employers (or more if applicable). If you are unable to do this, please clearly outline who your references are, such as an academic or "personal referee" as per below. References for shortlisted candidates will **not** be taken up before a conditional offer of employment is made.

Reference 1

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

 Postcode

Telephone Nº:

E-mail:

Reference 2

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

 Postcode

Telephone Nº:

E-mail:

Personal Reference (if applicable)

Name:

Relationship:

Address:

 Postcode

Telephone Nº:

E-mail:

Section 11 Recruitment Equal Opportunities Monitoring Form

In accordance with its policy on equal opportunities in employment, the Bridge Project will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage. We would therefore be grateful if you would complete the questions on this form. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. There is no obligation on you to provide information. All applicants will be treated the same whether or not they provide this information. Thank you for your assistance.

Name:

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM:

What is your Ethnic Group?

Choose ONE section from A to G, then tick the appropriate box to indicate your ethnic background.

A. White

British

Irish

White non-UK

Northern Irish

Welsh

Scottish

Any other White background
(please give details):

B. Black, African, Caribbean, Black British

Caribbean

African

Any other Black background
(please give details):

C. Multiple/mixed ethnic groups

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background
(please give details):

D. Asian, Asian British

Chinese

Indian

Pakistani

Bangladeshi

Any other ethnic background
(please give details):

E. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background
(please give details):

F. Any other ethnic group:

Arab

Any other ethnic group, please specify

G: Prefer not to say

Gender

Male

Female

Prefer not to say

Sexual orientation

Bi/bisexual

Gay/Lesbian

Heterosexual/straight

Other

Prefer not to say

Religion or belief

No religion
or belief

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Other, please
specify

Prefer not to say

Age Group

16-25

26-35

36-45

46-55

56-65

66-70

Over 70

Prefer not to say

Section 13 Job Candidate Privacy Notice

Data Controller: The Bridge Project “the organisation”

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects a range of information about you through the job application process. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- details of your work or personal references;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

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 interviews or other forms of assessment, including online tests.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

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

Why does the organisation process personal data?

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.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

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.

Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of job applicants, employees or workers and has concluded that they are not.

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.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal

opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time by contacting lisa.townrow@thebridgeproject.co.uk

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 for it to carry out its obligations and exercise specific rights in relation to employment/it to comply with a regulatory requirement to establish whether or not an individual has committed an unlawful act or been involved in dishonesty or other improper conduct/reasons of substantial public interest.

If your application is unsuccessful, the organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time by contacting lisa.townrow@thebridgeproject.co.uk

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the management and the recruitment team, 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.

The organisation has an external HR provider who they may share your data with for support with the recruitment process, Nigel French & Associates Limited. The organisation will not share your data with other third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies 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.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

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 the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- 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.

If you would like to exercise any of these rights, please contact lisa.townrow@thebridgeproject.co.uk

If you believe that the organisation 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 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. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

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.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

Section 14 Declaration

A. Relatives/Other Interests

Are you related to or do you have a close personal relationship with anyone associated with The Bridge Project Sudbury?

Yes No

If yes, specify name(s), position(s) and relationship(s)

If appointed, do you have any interests or hold any appointments that may conflict with employment with The Bridge Project Sudbury in the role for which you have applied?

Yes No

If yes, please detail on a separate sheet.

B. Statement to be Signed by the Applicant

The Bridge Project Sudbury is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I hereby certify that:

- All the information given by me on this form is correct to the best of my knowledge
- All questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- Consent to my data be shared in accordance with the job candidate privacy notice

Signed:

Date:

(NB. Candidates selected for interview will normally be notified within one week of the closing date. Unfortunately, applicants who do not hear from The Bridge Project must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.)

If you are returning this form by email, you will be asked to sign your application at interview.

RETURNING THIS FORM



By Hand or Post:

Bradley Haworth

The Bridge Project Sudbury

20 Gainsborough Street

Sudbury

CO10 2EU

By E-Mail:

recruitment@thebridgeproject.co.uk

For Office Use Only:

Start Date:
