Thank you for your interest in the Brunswick Centre. Please complete all relevant sections of this application and return to info@thebrunswickcentre.org.uk.

If handwriting your application, please use BLOCK CAPITALS. Continue on separate sheet(s) if needed.

If you are selected for interview, we will send you a criminal record disclosure form which you must complete and return

Should you have any questions, please contact 01484 469 691 or 01422 341 764.

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| **Section 1: About the Post** |
| **Position applied for** | Click or tap here to enter text. |
| **How did you hear about this vacancy?** | Click or tap here to enter text. |

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| **Section 2: About you** |
| **Title** | **Mr** |[ ]  **Mrs** |[ ]  **Ms** |[ ]  **Miss** |[ ]  **Dr** |[ ]  **Other** |[ ]
| **Surname** | Click or tap here to enter text. |
| **Forename(s)** | Click or tap here to enter text. |
| **Preferred** | Click or tap here to enter text. |
| **Phone no.** | Click or tap here to enter text. |
| **email address** | Click or tap here to enter text. |
| **Driving license holder?** | **Yes** |[ ]  **No** |[ ]  **N/A** |[ ]

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| **Section 3: Employment History** |
| **Current / most recent employer** | Click or tap here to enter text. |
| **Start date** | Click or tap to enter a date. | End date | Enter a date if relevant. |
| **Position held** | Click or tap here to enter text. |
| **Reason for leaving**  | Click or tap here to enter text. |
| **Notice period, if applicable** | Click or tap here to enter text. |
| **Does your current or last contract contain any restrictions that prevent you from competing with or soliciting customers from this employer?** |
| **Yes** |[ ]  **No** |[ ]
| **Previous employer (1)** | Click or tap here to enter text. |
| **Position held** | Click or tap here to enter text. |
| **Reason for leaving**  | Click or tap here to enter text. |
| **Start date** | Click or tap to enter a date. | End date | Enter a date if relevant. |
| **Previous Employer (2)** | Click or tap here to enter text. |
| **Position held** | Click or tap here to enter text. |
| **Reason for leaving** | Click or tap here to enter text. |
| **Start date** | Click or tap to enter a date. | End date  | Enter a date if relevant. |
| **Previous Employer (3)** | Click or tap here to enter text. |
| **Position held** | Click or tap here to enter text. |
| **Reason for leaving** | Click or tap here to enter text. |
| **Start date** | Click or tap to enter a date. | End date | Enter a date if relevant. |
| **Previous Employer (4)** | Click or tap here to enter text. |
| **Position held** | Click or tap here to enter text. |
| **Reason for leaving** | Click or tap here to enter text. |
| **Start date** | Click or tap to enter a date. | End date  | Enter a date if relevant. |
| **Previous Employer (5)** | Click or tap here to enter text. |
| **Position held** | Click or tap here to enter text. |
| **Reason for leaving** | Click or tap here to enter text. |
| **Start date** | Click or tap to enter a date. | End date  | Enter a date if relevant. |

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| **Please use the space below if you have run out of space when providing your employment history** |
| Click or tap here to enter text. |
| **Please use the space below to tell us about any gaps in your employment** |
| Click or tap here to enter text. |

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| **Section 4: Education, Training and Continuing Professional Development\*** |
| **\*If shortlisted for interview you will be required to bring original copies of all listed qualifications with you** |
|  |
| **University / College / Training Provider** | **Qualification and / or result** |
| Click or tap here to enter text. | Click or tap here to enter text. |
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| **Section 5: Right to Work in the UK and Identity** |
| **Are you legally entitled to work in the UK?** | **Yes\*** |[ ]  **No** |[ ]
| **\*If shortlisted for interview we will require evidence of your Right to Work** |

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| **Section 6: Response to Person Specification** |
| **This is a very important part of your application. In order to be shortlisted you MUST satisfy all “Essential” elements of the Person Specification. Candidates who do not meet “Essential” criteria as set out in the Person Specificaion will NOT be shortlisted.** |
| Now, using no more than 2sides (overleaf) of A4 paper and font size no less than Arial 10 (ten), please demonstrate your ability to meet the job requirements (as set out in the Person Specification). This is your opportunity to tell us: * Why you are interested in the post,
* Why you believe you are the best person for the post, and
* Any other information which may assist your application.
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| **Page 1** |
| Click or tap here to enter text. |

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| **Page 2** |
| Click or tap here to enter text. |

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| **Outside interests** |
| **Please give brief details of your interests outside of work** |
| Click or tap here to enter text. |

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| **Section 7: References** |
| **Two references are required and one must be from your most recent (or current) employer (if applicable). Open references, testimonials or references from relatives will not be accepted.** |
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| **Referee 1** | **Referee 2** |
| **Name:** | Click or tap here to enter text. | **Name:** | Click or tap here to enter text. |
| **Relationship to you:** | Click or tap here to enter text. | **Relationship to you:** | Click or tap here to enter text. |
| **Phone:** | Click or tap here to enter text. | **Phone:** | Click or tap here to enter text. |
| **email:** | Click or tap here to enter text. | **email:** | Click or tap here to enter text. |
| **References will be contacted should you receive, and accept, a conditional job offer, please confirm you are happy for us to do this by signing below.** |
| **Signed:** | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |

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| **Section 8: Interview Arrangements** |
| **If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details in the box below.** |
| Click or tap here to enter text. |

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| **Section 9: Declaration** |
| **I confirm that to the best of my knowledge and belief the information I have given on this form is true and correct - Providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and other professional regularly bodies.** |
| **Signed:** | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |

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| **Section 10: Data Protection Information and Consent** |
| **About the information we collect and hold**Table 1 below summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared. Table 2 summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared. We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.**Where information may be held**Information may be held at our offices and those of our group companies, and third-party agencies, service providers, representatives and agents as described above.**How long we keep your information**We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see *our Data Protection Notice (Employment)*. Further details on our approach to information retention and destruction are available in our Data Protection Notice. **Your rights to correct and access your information, to ask for it to be erased and your right to object to your details being stored**Please contact our Data Protection Lead, John McKernaghan, who can be contacted at john@thebrunswickcentre.org.uk 01484 469 691 / 01422 341 764 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our Data Protection Lead for some but not all of the information we hold and process to be erased (the ‘right to be forgotten’) in certain circumstances and you have the right to object to you details being stored. Our Data Protection Lead will provide you with further information about the right to be forgotten, if you ask for it.**Keeping your personal information secure**We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.**How to complain**We hope that our Data Protection Lead can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at [https://ico.org.uk/concerns/](http://ico.org.uk/concerns/) or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint. |

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| **Table 1:** |
| **The information we collect** | **How we collect the information** | **Why we collect the information** | **How we use and may share the information** |
| **Your name and contact details (i.e. address, home and mobile phone numbers, email address)** | From you | Legitimate interest: to carry out a fair recruitment processLegitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages | To enable HR our Chief Officer to contact you to progress your application, arrange interviews and inform you of the outcomeTo inform the relevant manager or department of your application |
| **Details of your qualifications, experience, employment history and interests** | From you, in the completed application form and interview notes (if relevant) | Legitimate interest: to carry out a fair recruitment processLegitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit | To make an informed recruitment decisionThe person making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewer will receive non-anonymised details |
| **Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs** | From you, in a completed anonymised equal opportunities monitoring form | To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)] | To comply with our equal opportunities monitoring obligations and to follow our equality and other policiesFor further information, see \* below |
| **Information regarding your criminal record** | From you, in your completed application form | To comply with our legal obligationsFor reasons of substantial public interest (preventing or detecting unlawful acts,[ suspicion of terrorist financing or money laundering in the regulated sector] and protecting the public against dishonesty) | To make an informed recruitment decisionTo carry out statutory checksInformation shared with DBS and other regulatory authorities as requiredFor further information, see \* below |
| **Details of your referees** | From your completed application form | Legitimate interest: to carry out a fair recruitment processIn the regulated sector, to comply with our legal obligations to obtain regulatory references | To carry out a fair recruitment processTo comply with legal/regulatory obligationsInformation shared with relevant managers, HR personnel and the referee |

**Table 2:**

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| --- | --- | --- | --- |
| **The information we collect** | **How we collect the information** | **Why we collect the information** | **How we use and may share the information** |
| **Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers** ☐ | From your referees (details of whom you will have provided) | Legitimate interest: to make an informed decision to recruitTo comply with our legal obligationsLegitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice | To obtain the relevant reference about youTo comply with legal/regulatory obligationsInformation shared with relevant managers and HR personnel |
| **Information regarding your academic and professional qualifications** ☐ | From you, from your education provider, from the relevant professional body | Legitimate interest: to verify the qualifications information provided by you | To make an informed recruitment decision |
| **Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs)** ☐ | From you and from the Disclosure and Barring Service (DBS) | To perform the employment contractTo comply with our legal obligationsLegitimate interest: to verify the criminal records information provided by youFor reasons of substantial public interest (preventing or detecting unlawful acts, suspicion of terrorist financing or money laundering in the regulated sector] and protecting the public against dishonesty) | To make an informed recruitment decisionTo carry out statutory checksInformation shared with DBS and other regulatory authorities as required |
| **Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information** ☐ | From you and, where necessary, the Home Office | To enter into/perform the employment contractTo comply with our legal obligationsLegitimate interest: to maintain employment records | To carry out right to work checksInformation may be shared with the Home Office |
| **A copy of your driving licence or passport** ☐ | From you | To enter into/perform the employment contractTo comply with our legal obligationsTo comply with the terms of our insurance | To make an informed recruitment decisionTo ensure that you have a clean driving licenceInformation may be shared with our insurer |

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| **You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked ‘☐’ above to us to enable us to verify your right to work and suitability for the position. Further details on how we handle sensitive personal information are set out in our Equality & Diversity Policy, Employee and Induction Handbooks. Employees can access these from our central computer drive and form part of the induction process.** **I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and maybe be shared with other accredited organisations agencies or legal advisors in accordance with the Data Protection Act 2018.** |
| **Signed:** | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |
| **All applications must be signed with proof of signature provided at interview. We will accept electronic signatures as long as the email address clearly shows your name – you will be required to sign your application at interview and supply proof of signature.** **FINAL DECLARATION: I hereby certify that the information given above is true and accurate.** |
| **Signed:** | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |