

PRIVACY NOTICE – RECRUITMENT

Dundee Carers Centre is required to record information about people applying for posts. We process data in line with Data Protection legislation that is outlined in our Data Protection Policy.

There is more than one legal basis for us to do this:

Contractual – this is where we need this information to make a decision about entering a contract, whether to offer one, and to meet our contractual obligations.

Legal – this is where we need this information to comply with existing legislation (e.g. meet our duties in employment law, or to make reasonable adjustments under equalities legislation)

In addition, we need to process information about you which is special category data. This includes sensitive information about you (protected characteristics), and this is done in line with Schedule 1 part 1 (1) of the Data Protection Act 2018. For some posts, this may require us to process your information about criminal convictions and offences, which is done in line with Schedule 3 part 3 (31) of the Data Protection Act 2018.

To do this, we will only ask for information which will help us to progress your application, or to meet our statutory duties. Completed application forms are kept in a password protected site and are only accessible to staff involved in the recruitment process. If you are successful, your application form will be used to complete your personnel file. If you are unsuccessful, your application form will be kept for six months and then it will be deleted.

POSITION APPLIED FOR:

PERSONAL DETAILS

INITIALS _____ SURNAME _____

ADDRESS _____

_____ POSTCODE _____

E-mail _____

Day time telephone _____

Evening/Mobile telephone _____

EDUCATION

| Name/Address of School(s) attended | Dates | | Subjects/courses studied | Exam results/grade |
|------------------------------------|-------|----|--------------------------|--------------------|
| | From | To | | |
| | | | | |

| | | | |
|--|--|--|--|
| | | | |
| | | | |

FURTHER/HIGHER EDUCATION

Please give details of all further education since leaving school.

| Name/Address of College/University attended | Dates From To | Subjects/courses studied | Qualification gained |
|---|-----------------------|--------------------------|----------------------|
| | | | |
| | | | |
| | | | |

EMPLOYMENT HISTORY

Please list, with your current/most recent employer first, all the organisations by which you have been employed.
(Include unpaid voluntary work)

| NAME AND ADDRESS OF CURRENT EMPLOYER | DATES FROM/TO | POSITION HELD AND DUTIES CARRIED OUT | REASON FOR LEAVING |
|--------------------------------------|---------------|--------------------------------------|--------------------|
| | | | |

| NAME AND ADDRESS OF PREVIOUS EMPLOYER (S) | DATES FROM/TO | POSITION HELD AND DUTIES CARRIED OUT | REASON FOR LEAVING |
|--|--------------------------|---|-------------------------------|
| | | | |

TRAINING

Please give details of training which you have undertaken and the qualification gained.

| TRAINING (DESCRIPTON) | DATES FROM/TO | QUALIFICATION GAINED | PROFESSIONAL BODY |
|----------------------------------|--------------------------|-----------------------------|------------------------------|
| | | | |

HOBBIES AND INTERESTS

Please outline your hobbies and interests

SUPPORTING INFORMATION

This section is to give specific information in support of your application. You must be able to demonstrate on this application form and at interview, if called, that you can satisfy the essential aspects of the Person Specification.

(Please continue on a separate sheet if necessary)

A large, empty rectangular box with a thin black border, occupying the central portion of the page. This area is intended for the applicant to provide their details and information.

REFERENCES

Please give the names and addresses of 2 referees (not related to you) who we can approach for a confidential assessment of your suitability of the post. (One must normally be your present/previous employer). Unless you request otherwise, we will approach your present employer for a reference before an offer of employment is made.

| | |
|---------------------------|--------------------------|
| REFEREE 1.-. NAME: | REFEREE 2 – NAME: |
| Position: | Position: |
| Organisation: | Organisation: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone: | Telephone: |
| Email: | Email: |

| |
|---|
| <p>RECRUITMENT POLICY DCICA is an equal opportunities employer and it is the policy of DCICA to employ the best qualified personnel and provide equal opportunity for the advancement of employees, such as training and not to discriminate against any other person in line with the Equalities Act 2010.</p> |
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Please ensure that you complete all relevant sections of the Application Form.

DECLARATION OF APPLICANT

I confirm that the above information is correct. I understand that any false information or deliberate omissions will disqualify me from employment or may render me for dismissal.

SIGNED _____ **DATE** _____

Once completed, please return the form marked **CONFIDENTIAL** to:

Dundee Carers Centre
 Seagate House
 132-134 Seagate
 Dundee, DD1 2HB

Or email it to doreen.melville@dundecarerscentre.org.uk