

St Botolph without Aldgate Caretaker Application Form

Thank you for interest in this position. Please complete this form in full in order to apply for this vacancy, supplemented by additional sheets if necessary. The deadline for application is **Wednesday 19 June at 17.00.**

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 1998.

Position applied for: Caretaker		Location: St Botolph without Aldgate
Where did you see this job		
Closing Date: Wednesday 19 June	Interviews: Friday 28 June	

Personal details

Surname:	Title: (Mr/Mrs/Miss/Ms/Dr/Prof)	First names: (for official purposes)
Current Address:		Previous Surname:
County	Post Code:	Preferred Name: (name you wish to be known as)
Date moved into this address: DD/MM/YY		Home telephone number:
E-mail address:		Mobile telephone number:
Do you require permission to work in the UK? * YES / NO * Delete as appropriate If yes, please give details:		

Employment (if applicable)

Name of current/last employer:

Start Date:	End Date:
Title/description of your current job and key responsibilities:	
Current /Final Salary:	
What period of notice are you required to give to your present	
Reason for wishing to leave:	

Previous Employment

Please list your full employment history and explain any breaks in employment and how this time was spent.
 (Add rows or continue on a separate sheet if necessary)

Start Date	End Date	Job Title and Key responsibilities	Name of Employer	Reason for Leaving

Education and Qualifications

Date Gained	Subject	Qualification and Grade	Awarding Institution

Training

Date	Topic Covered	Training Provider

Professional Membership/Registration

Issuing Body	Registration Number	Date Gained	Expiry Date

Personal Statement

Please give your reasons for applying for this position, highlighting how you fulfil the requirements of the position against the Job Description and Person Specification and giving examples of how you meet the defined criteria. Please be as concise as possible. You may continue on to an additional sheet if necessary.

Referees

Please give the names and addresses of 2 referees that cover the last 3 years of your employment, one of these must be your current or most recent employer. The third reference can be a character reference from someone who has known you for over 3 years. **Please note we cannot accept references from family members.**

Can we contact these references prior to interview: * YES / NO *Delete as appropriate

Name and Address	Telephone Number	Email Address
1. Relationship to me:		
2. Relationship to me:		
3. Relationship to me:		

Additional Information

Please give below any further information that is relevant to your application, eg: periods of time when you would be unavailable for interview; any special requirements should you be invited for interview.

DECLARATIONS

Professional Conduct

Have you been subject to any investigation into your professional conduct by any licensing, regulatory or professional body in the UK or any other country where the outcome was adverse?

*YES / NO *Delete as appropriate

Are you currently the subject of any investigation by any professional organisation in the UK or any other country, which might lead to your removal from any of their lists?.....

*YES /

NO *Delete as appropriate

At the same time I agree to inform the parish immediately if any such investigation should be initiated. This includes issues, which may lead to such an investigation and/or have any bearing on my suitability to this post?

*YES / NO *Delete as appropriate

If you have answered YES to any of the above questions please give details on a separate sheet. Any information supplied will remain confidential and will be considered only in relation to your application for this post.

Please read and sign:

I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that if any of the information I have given is found to be false or misleading, the PCC can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.

I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.

Signed.....Date.....

General Data Protection Regulations – Consent for Job Applicants

In May 2018 the law changes about how companies record, store and use individuals personal data. Currently the Data Protection act cover how this is managed, but this new GDPR law means we have to change some of our working practices. We need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it. We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data. We are not planning to transfer your data outside the EEA.

Your consent is requested

We would like your consent to hold personal and special data about you in order that we can process your employment application. The data we wish to obtain and hold (a range of examples provided, but not limited to)

Type of data	Why we wish to hold it	How long it will be kept for
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I	Recruitment data Previous employers Types of job held at other companies Previous salaries Skills and qualifications obtained	This will allow us to make a decision on your suitability for employment/engagement	Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months
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Agreement to use my data

I hereby freely give my prospective employer St Peter de Beauvoir Town consent to use and process my personal data relating to my job application (examples of which are listed above).

In giving my consent: I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR). I 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. I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed. I understand that if I am unsuccessful with my application my data will be destroyed after 6 months. I understand the Data Controller for St Botolph without Aldgate is the Administrator admin@stbotolphs.org.uk. I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Name:

Signature:.....:

Date.....