|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **JOB APPLYING FOR** | | | | | | | | | | | | | | | | |
| Applying for job title: |  | | | | | | | | | | | | | | | |
| Job reference number: |  | | | | | | | | | | | | | | | |
| Application for: | Full time | |  | | | | | Part time | |  | | | | | | |
| Supply | |  | | | | | Fixed Term | |  | | | | | | |
| Notice period to be given: |  | | | | | | | | | | | | | | | |
| Please state where you saw this post advertised: |  | | | | | | | | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | | | | | | | | | |
| Surname: |  | | | | | | | | | | | | | | | |
| Forenames: |  | | | | | | | | | | | | | | | |
| Your address |  | | | | | | | | | | | | | | | |
| Address Line 1: |  | | | | | | | | | | | | | | | |
| Address Line 2: |  | | | | | | | | | | | | | | | |
| Town/City: |  | | | | | | | | | | | | | | | |
| County: |  | | | | | | | | | | | | | | | |
| Post Code: |  | | | | | | | | | | | | | | | |
| Telephone numbers |  | | | | | | | | | | | | | | | |
| Home: |  | | | | | | | | | | | | | | | |
| Business: |  | | | | | | | | | | | | | | | |
| Mobile: |  | | | | | | | | | | | | | | | |
| Other: |  | | | | | | | | | | | | | | | |
| Email address: |  | | | | | | | | | | | | | | | |
| National Insurance Number |  | | | | | | | | | | | | | | | |
| I give my consent to you to use this personal data for the purpose of recruitment and employment (if successful) | | | | | | | | | | | | | | Yes | |  |
| **EMPLOYMENT HISTORY** | | | | | | | | | | | | | | | | |
| Please provide an explanation for any gaps in employment: |  | | | | | | | | | | | | | | | |
| If offered this position do you intend to continue working for any other organisation? | No |  | Yes (please give details): | | | |  | | | | | | | | | |
| **REASONABLE ADJUSTMENTS** | | | | | | | | | | | | | | | | |
| Do you require any reasonable adjustments to be made to the recruitment / interview process to assist you in your application for this job? | No |  | Yes (please give details): | | | |  | | | | | | | | | |
| **WORKING IN THE UK** | | | | | | | | | | | | | | | | |
| Do you need a Work Permit to work in the UK | | | | No |  | Yes (state expiry date) | | | | | | / / | | | | |
| Do you have any restrictions placed upon your Work Permit? I.e. Student Conditions: | No |  | Yes (please give details): | | | |  | | | | | | | | | |
| **DRIVING** | | | | | | | | | | | | | | | | |
| Do you have a full driving licence? | | | | | | | | | No | |  | | Yes | |  | |
| Do you have use of your own car? | | | | | | | | | No | |  | | Yes | |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT REFERENCES**  **Name and address of two professional references, which will be taken up prior to an interview, if short-listed. (One of who must be your present or most recent employer). Please indicate if you would prefer Autism Hampshire not to approach your current employer at this stage.** | | | | | | | | |
| **Reference 1 - your current/most recent employer** | | | | | | | | |
| Name: |  | | | | | | | |
| Job Title: |  | | | | | | | |
| Organisation: |  | | | | | | | |
| Address: |  | | | | | | | |
| Post Code: |  | | | | | | | |
| Email: |  | | | | | | | |
| Office Telephone no: |  | | | | | | | |
| Relationship: |  | | | | | | | |
| I consent to my current employer being approached for a reference at this stage: | | | Yes |  | | No | |  |
| **Reference 2 - your current/most recent employer** | | | | | | | | |
| Name: |  | | | | | | | |
| Job Title: |  | | | | | | | |
| Organisation: |  | | | | | | | |
| Address: |  | | | | | | | |
| Post Code: |  | | | | | | | |
| Email: |  | | | | | | | |
| Office Telephone no: |  | | | | | | | |
| Relationship: |  | | | | | | | |
| I consent to my current employer being approached for a reference at this stage: | | | Yes |  | | No | |  |
| **DATA PROTECTION CONSENT** | | | | | | | | |
| Our Privacy Statement can be found below and here: <https://www.autismhampshire.org.uk/> | | | | | | | | |
| Please confirm that you have read this information and you accept this privacy policy: | | | | | Yes | |  | |
| **DECLARATION** | | | | | | | | |
| I confirm that the information given on this Form is correct and complete, and that misleading statements may be sufficient for cancelling any arrangements made.  Due to the sensitive nature of the duties the post holder may be expected to undertake, I understand that my Declaration will include details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post.  I understand too that an Enhanced disclosure will be sought in the event of a successful application.  If I am appointed, personal information about me may be computerised for personnel/employee administration purposes including analysis for management purposes or statutory returns. | | | | | | | | |
| I have read, understood and complied with the above statement | Signature | Date | | | | | | |
|  |  | | | | | | |

**Equal opportunities monitoring form**

Autism Hampshire is committed to the principles of Equal Opportunities and strives to be an Equal Opportunity Employer. To ensure that Autism Hampshire is complying with Equal Opportunity legislation the organisation asks that all applicants complete the details below. This information will be used solely for monitoring purposes and will be treated as confidential. Upon receipt it will be separated from your application before any consideration of candidates takes place.

Completion is entirely voluntary and is not required for consideration for employment.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Your Name: \* |  | | | | | | | |
| Date of application: |  | | | | | | | |
| Application for the post of: |  | | | | | | | |
| Where did you see the post advertised? |  | | | | | | | |
| I would describe my race or ethnic origin as: | White | | | | | | |  |
| Indian | | | | | | |  |
| Pakistani | | | | | | |  |
| Bangladeshi | | | | | | |  |
| Black African | | | | | | |  |
| Black Caribbean | | | | | | |  |
| Black other (please specify below) | | | | | | |  |
| Chinese | | | | | | |  |
| Other Asian (please specify below) | | | | | | |  |
| Any other race or ethnic group (please specify below) | |  | | | | | |
| If you ticked black other or asian other above or are any other race or ethnic group please specify: | |  | | | | | |
| I would describe my religion as: | None | | | | | | |  |
| Bah’i | | | | | | |  |
| Buddhist | | | | | | |  |
| Christian (Including all denominations) | | | | | | |  |
| Hindu | | | | | | |  |
| Jain | | | | | | |  |
| Jewish | | | | | | |  |
| Muslim | | | | | | |  |
| Sikh | | | | | | |  |
| Prefer not to say | | | | | | |  |
| Other – Specify if you wish |  | | | | | | |
| Other religion: |  | | | | | | |
| I am: | Male | | | | | | |  |
| Female | | | | | | |  |
| Date of Birth:  (day/month/year) |  | | | | | | | |
| Do you consider yourself Disabled? | | | | Yes |  | No |  | |
| I give my consent to you to use this personal data for the purpose of recruitment and employment (if successful) | | | | | | Yes |  | |

**Rehabilitation of offenders’ declaration**

As stated on the Application Form, because of the sensitive nature of the duties the post-holder will be expected to undertake, you are required to disclose details of any criminal record. Only relevant convictions will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

If you have declared a criminal record and you have been shortlisted for interview and we do not raise the record with you it is because we have already taken the view that it should not be taken into account in deciding your suitability for the post. If you require further information or you have any concerns about filling in this declaration please contact the Human Resources Department on 01489 880881.

Please note that the post you have applied for is exempt from the Rehabilitation of Offenders Act 1971, which means that all convictions, cautions, reprimands and final warnings, spent and unspent, on your criminal record need to be disclosed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Your Name: \* |  | | | | |
| Job applied for: |  | | | | |
| Have you ever been convicted in the Courts or cautioned or been given a final warning by the police? \* | No |  |  | | |
| Yes |  | Please give details of offences, penalties and dates | | |
|  | | |
| Are you aware of any Police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? \* | No |  |  | | |
| Yes |  | Please give details of offences, penalties and dates | | |
|  | | |
| I give my consent to you to use this personal data for the purpose of recruitment and employment (if successful) | | | | Yes |  |
| Declaration | I have read and understood the Rehabilitation of Offenders Declaration (above) \*  In the event that this Disclosure is found to be false any offer of employment will be terminated immediately. Any information you provide on this form will be treated as strictly confidential and retained in a secure location in line with Data Protection requirements. | | | | |
| Signature: |  | | | | |
| Date: |  | | | | |

**Privacy Notice**

Autism Hampshire will be what’s known as the ‘Controller’ of the personal data you provide to us. We only collect personal data about you as part of the processes noted below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal data** | **Recruitment** | **Employment** | **Providing care & support services** | **Charity donations** |
| Surname: | √ | √ | √ | √ |
| Forenames: | √ | √ | √ | √ |
| Address & postcode | √ | √ | √ | √ |
| Telephone numbers | √ | √ | √ | √ |
| Email address | √ | √ | √ | √ |
| National Insurance Number | √ | √ |  |  |
| Ethnicity | √ | √ | √ |  |
| Religion | √ | √ | √ |  |
| Disability | √ | √ | √ |  |
| Marital status | √ | √ | √ |  |
| Date of birth | √ | √ | √ |  |
| Gender | √ | √ | √ |  |
| Criminal convictions, cautions or penalties | √ | √ |  |  |

**Why we need your data**

We need to know your personal data in order to provide you with:

1. A fair and equality compliant recruitment or employment experience, plus payroll and pension or
2. A fair and equality compliant support service to meet your care needs or
3. To process your charity donations and future donations

We will not collect any personal data from you we do not need in order to provide and oversee these service to you.

**What we do with your data**

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties (other than IT hosting) have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website.

**How long we keep your data**

Where we are required either for the purpose of processing your data (as detailed above) or under UK law to keep your personal data, it will be held securely for no longer than the law allows after which time it will be destroyed. More information on our retention schedule can be found on our website.

**What we would also like to do with your data**

For donations, we would however like to use your name and email address to inform you of our future news and charity events. This information is not shared with third purposes and you can unsubscribe at any time via phone, email or our website. If you would like to receive these updates please confirm this in an e-mail to: [info@autismhampshire.org.uk](mailto:info@autismhampshire.org.uk)

**What are your rights?**

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated via [info@autismhampshire.org.uk](mailto:info@autismhampshire.org.uk)

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner’s Office <https://ico.org.uk/>