**HEALTHY COMMUNITIES ACTIVE AGEING OFFICER APPLICATION FORM**

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| Application for the post of: | **HEALTHY COMMUNITIES ACTIVE AGEING OFFICER** |
| Closing date for Application: | **1700 Friday 27TH November 2020** |

Please fill in all sections in black ink or if typing use Arial 11 and sign and date the declaration on the last page.

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| **PERSONAL DETAILS**  Title :  Surname : Forenames :  Address :  Postcode :  Date of Birth :  Telephone :  Mobile :  Email :  Preferred method of contact: |

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| **PRESENT OR MOST RECENT OCCUPATION**  Organisation name :  Job Title :  Current Salary :  Hours per week :  Date started :  Date left (if applicable) and reason for leaving :  Brief description of duties : |

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| **QUALIFICATIONS AND CPD :** | |
| Educational establishment attended | Qualifications obtained, with dates and grades where applicable |
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| **PREVIOUS OCCUPATIONS** Please enter most recent first and continue on a separate sheet if necessary. You may include both paid and voluntary roles. | | | |
| Organisation | Job Title | Start date | Leaving date |
| Salary and hours | Reason for leaving | | |
| Organisation | Job Title | Start date | Leaving date |
| Salary and hours | Reason for leaving  End of contract | | |
| Organisation | Job Title | Start date | Leaving date |
| Salary and hours | Reason for leaving | | |

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| **REFERENCES**  Please give the names of 2 referees who are able to comment on your ability to carry out this job. One referee must be you current or most recent employer. | |
| Name :  Address :  Postcode : | Position :  Capacity known to you :  Telephone number :  Email address: |
| Name :  Address :  Postcode : | Position :  Capacity known to you :  Telephone number :  Email address: |

Your referees will only be contacted if you are short-listed for interview.

Are you happy for your referees to be contacted prior to interview Yes/No

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| **SUITABILITY FOR THE POST – PLEASE ADDRESS ALL AREAS OF THE PERSON SPECIFICATION.**  Please say why you are applying for this post. Outline aspects of your previous experience and skills showing how they will help you fulfil the requirements of this role as outlined in the attached Job Description **and particularly the Person Specification**. **No more than 3 sides of A4 please.** |
| **Eligibility to work in the UK**  Are you legally eligible to live and work in the UK in accordance with the Asylum and Immigration Act 1996? **YES/NO** (please delete as applicable).  If appointed, you will be required to provide a specified document, such as a valid passport, P60, UK birth certificate or work permit to confirm your answer. |
| **Details of any convictions**  Please see separate and attached declaration form which must be completed. This post may be subject to a DBS Check. |
| **Health :**  Are you in generally good health? **YES/NO** (please delete as applicable)  If **NO** please give details below:  Please indicate the number of days sick leave taken in the last two years:  Are you willing to undergo a medical examination, if required? **YES / NO** (please delete as applicable) |
| **Availability for work:** When would you be free to start in post? |
| **Disability:** If you require any adjustment to be made in the application procedures for this post due to a disability, or any particular arrangements in the event that you are called for interview, please record below and we will contact you with regard to making arrangements if you are called for interview. |
| **Where did you hear about this post:** |

I declare that the information given in this application is correct to the best of my belief. I declare that I have no past convictions, cautions or bind-overs and no pending cases that I have not brought to your attention which may affect my suitability to work with children, young people or vulnerable adults. I understand that should any information be false, a job offer may be withdrawn or I may be subject to summary dismissal.

Signed : Date :

(electronic signature is permissible)

Please return the completed form to kirsty.heath@getberkshireactive.org

Please ensure you download and complete the separate Criminal Record Declaration Form and the Equal Opportunities monitoring form and return to the same address as above.

See our GDPR / Data Protection details below.

**Get Berkshire Active: Job Applicant Privacy Notice (compliant with GDPR)**

**Background**

1. As part of any recruitment process, Get Berkshire Active (GBA) collects and processes personal data relating to job applicants. GBA is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information do we collect?**

2. GBA collects a range of information about you. 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, including benefit entitlements;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK.

3. GBA may collect 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. We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

4. 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 GBA process personal data?**

5. We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

6. GBA 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 us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

7. GBA **may** process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

8. If your application is unsuccessful, GBA may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

**Who has access to data?**

9. Your information may be shared internally for the purposes of the recruitment exercise. This includes members of 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.

10. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

**How does GBA protect data?**

12. We take the security of your data seriously. We have 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 GBA Ltd keep data?**

13. If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your application whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

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

**Your rights**

15. 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; and
* object to the processing of your data where GBA is relying on its legitimate interests as the legal ground for processing.

16. If you would like to exercise any of these rights, please contact info@getberkshireactive.org

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?**

17. You are under no statutory or contractual obligation to provide data to GBA during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.