**GUIDANCE NOTES**

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to an interview.

# Personal Details Section

Please complete all parts of this section as fully as possible. This is a confidential document, and will be removed from the application form before shortlisting in accordance with our Recruitment policy.

**References**

If you are in paid employment, or have left a job, your current or most recent employer should be named as someone we can approach for a reference.

References will be taken up if you are shortlisted for interview. Please specify if you do not wish us to contact your current employer prior to interviews.

If you are related to a referee in any way, for example if you have been employed by a member of your family, you should make this clear on the form. Family members as referees should be avoided as far as possible.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative.

Please note that satisfactory references must be received before commencing employment with this organisation.

**Application form**

Please complete all sections as fully as possible. Any gaps in your employment history should be explained.

Please provide details of how you consider yourself to meet the Person Specification with examples. All applications will be considered against the criteria listed in the “Person Specification” which is enclosed with this application pack. Applicants must meet as many as possible of the Essential Criteria detailed in the Person Specification to be considered for an interview.

**Working with Children and Vulnerable Adults – Convictions and Disclosure**

As this work may involve work with children under 18 years or adults at risk, you are not allowed to keep from us information about any spent or unspent criminal convictions (due to an exemption from the Rehabilitation of Offenders Act (1974)). You are also not to withhold information about cautions, reprimands, final warnings, bans and other non-conviction information such as police enquiries and pending prosecutions. If you have any questions about this or are unsure what will apply, please contact us.

The disclosure of convictions will not automatically lead to the withdrawal of an offer of employment as the relevance and timing of convictions will be considered. The information would be seen by the Director and Trustees only.

This post will require a Disclosure and Barring Service check at an Enhanced Level. We will arrange your Disclosure check in accordance with our Disclosure Check Policy if you are offered the post applied for. Please note that employment in this role cannot begin until the Disclosure has been obtained.

**Your Right to Work**

**Asylum and Immigration Act 1996:** Section 8 of The Asylum and Immigration Act 1996 makes it an offence for BRR to employ you if you are not entitled to work in the UK.

All employers must ensure that they only employ people who have a right to work in this country. Successful applicants will need to produce acceptable evidence of their right to work in the UK before starting their employment.

**PERSONAL DETAILS** (This page will be taken off and not seen by the recruitment panel)

**First Name:**

**Surname/Family Name:**

**Address:**

**Postcode:**

**Phone number:**

**Mobile number:**

**Email:**

## REFERENCES

Please give details of two people who can give you a reference. Where possible, one should be your present or most recent employer. A formal offer of employment will depend on whether your references are satisfactory.

|  |  |
| --- | --- |
| Name Name:  Address:    Tel no: | Name Name:  Address:    Tel no: |
| Position held: | Position held: |
| Relationship to you: | Relationship to you: |
| Email: | Email: |
| Can we contact prior to interview Y/N | Can we contact prior to interview Y/N |

**Post Applied for: Finance Manager**

Use extra pages if you need to, but please make clear which point any extra pages relate to.

|  |
| --- |
| 1. **PRESENT OCCUPATION (Paid or unpaid)**   Please include the date you started, the name of your employer and the main responsibilities of the job. |
| **Reason for Leaving:** |

|  |
| --- |
| **2**. **PREVIOUS OCCUPATIONS (Paid or unpaid)**  Please include dates, the name of your employer and your main responsibilities in the job. Please include your reason for leaving the post. |
| **Please explain any gaps in your employment history:** |

|  |
| --- |
| 1. **PLEASE GIVE DETAILS OF EDUCATION and TRAINING RELEVANT TO THIS POST** (Include any work-based training, courses or training.) |
| 1. **WHY ARE YOU APPLYING FOR THIS JOB?** |

1. **Person specification criteria**

**Please look at the person specification and write in the boxes below how you match the criteria listed, giving clear written evidence, with examples. Use extra space if you need to.**

**Essential Criteria:**

|  |  |
| --- | --- |
| 1 | **Finance** |
|  |  |
| 2 | **Skills** |
|  |  |

**Desirable criteria:**

|  |
| --- |
|  |

|  |
| --- |
| **6. Please use this box to tell us about anything else which is relevant and would show your knowledge/skills/experience which has not been covered anywhere else on this form including:**   * Any other experience you have which relates to the post or the person specification and which you have not told us about already. * Please explain any gaps in your education/work experience * Any relevant skills or knowledge you have gained from other life experiences that may be relevant |
|  |

**Criminal convictions**

This post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order1975. Therefore, we have to ask you:

|  |  |
| --- | --- |
| Have you ever been convicted of a criminal offence by a court of law in any country? | Yes / No |

If the answer to the above is YES please complete the following

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Place | Offence | Sentence |
|  |  |  |  |

**Data Protection**

I confirm that the information set out in this application is, to the best of my knowledge, true and complete. I understand that any false statement may disqualify me from employment.

As part of any recruitment process, BRR collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The Privacy Notice for Job Applicants explains how we will treat the information you provide and is included in this application pack.

Please confirm you are available for interview during week commencing 20th May 2019: Y / N

Signature for hard copy ………………………………………………

Name: ...................................................... Date: ..................

Please return completed application form either by email to [applications@bristolrefugeerights.org](file:///C:\Users\Sally\Google%20Drive\_BRR_SHARED_FILES\Shared%20Files\Data%20Protection\All%20forms%20with%20new%20privacy%20statements\Old%20forms\applications@bristolrefugeerights.org) (could we please ask that forms are submitted in an editable format – ie. not PDF – as this makes it easier to anonymise the application for the selection panel )or hard copy to:

BRR Applications

Bristol Refugee Rights

St Paul’s Learning Centre

94 Grosvenor Road

Bristol

BS2 8XJ

Closing date: 30th April 2019 at 5pm

Tel for enquiries: 0117 914 5480 or email: info@bristolrefugeerights.org

To help us ensure that Bristol Refugee Rights is recruiting fairly and equitably please complete the form below. Please do not put your name on the form.

This information will not be used by those involved in shortlisting or interviewing for the job. The information provided will be recorded anonymously by BRR staff. The data collected will be used for monitoring and reporting to the Bristol Refugee Rights Board of Trustees, funders and the local authority.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Gender?**  Male  Female | | | Gender fluid/non binary/other  Prefer not to say | | |
| **What was your gender at birth?** | | | Male  Female  Prefer not to say | | |
| **Age:**  16-24  25-49  50-64 | | | 65-74  75 or over  Prefer not to say | | |
| **What is your ethnic group?** |  | *Asian or Asian British*  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background  *Black or Black British*  African  Somali  Caribbean  Any other Black background  *Any other ethnic groups*  Arab  Iranian  Iraqi  Kurdish | |  | Turkish  Any other ethnic background  *Mixed/Multiple ethnic groups*  White and Asian  White and Black African  White and Black Caribbean  Any other mixed background  *White*  British  Eastern European  Gypsy  Irish  Irish or Scottish Traveller  Roma  Any other white background  Prefer not to say |
| **What is your religion?** |  | Buddist  Christian  Hindu  Jewish  Muslim  Sikh | |  | No religion  Other religion (please write)  ---------------------------------------  Don’t know/not sure  Prefer not to say |
| **Do you consider yourself to have a disability?**  Please describe the nature of your disability | | | Yes  No  Prefer not to say | | |
| **What is your sexuality?** |  | Bisexual  Lesbian  Hetrosexual (straight) | |  | Gay  Other  Prefer not to say |
| **Are you a refugee, former refugee or asylum seeker** | | | Yes  No  Prefer not to say | | |

**Bristol Refugee Rights - Job Applicant Privacy Notice**

This notice is compliant with the General Data Protection Regulation (GDPR) which came into effect in the UK on the 25th May 2018 and provides job applicants with information about how their personal data will be used.

As part of any recruitment process Bristol Refugee Rights (BRR) collects and processes personal data relating to job applicants. BRR is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information does BRR collect?**

BRR collects and processes 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 criminal record;
* whether or not you have a disability for which BRR needs to make reasonable adjustments; and
* equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.

BRR may collect this information in a variety of ways. For example, data might be collected through application forms, obtained from your passport or other identity documents, or through interviews or other assessments.

BRR may collect personal data about you from third parties, such as references supplied by former employers and nominated referees.

Data will be stored in a range of different places, including in your application record, BRR’s HR management systems and in other IT systems (including BRR’s email system).

**Why does BRR process personal data?**

BRR needs 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, BRR needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK.

BRR has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allow 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.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

BRR processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. Data that BRR uses for these purposes is anonymised and is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

**Who has access to data?**

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

BRr will not share your data with third parties except to obtain references when we will share your data with your nominated referees.

BRR will not transfer your data to countries outside the European Economic Area.

**How does BRR protect data?**

BRR takes the security of your data seriously. BRR has an Information Security and IT Policy in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

**For how long does BRR keep data?**

Your data will be kept according to the retention schedule set out in our Data Protection Policy. This sets out retention of job applicants data as follows:

|  |  |  |
| --- | --- | --- |
| Job candidate information | 6 months/1year | The records of those not shortlisted for interview will be kept for 6 months and for 1 year for those invited for interview. This allows for revisit if the recruitment is unsuccessful and also for challenge of the recruitment process. |

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require BRR to change incorrect or incomplete data;
* require BRR 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 the BRR is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Office Manager.

If you believe that BRR has not complied with your data protection rights, you can complain to the Information Commissioner.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to BRR 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.