



# Sight Advice South Lakes Application Form



The following information will be treated in the strictest confidence.

**Position Applied for:**

**PERSONAL**

**(Please complete this section in Type or BLOCK CAPITALS)**

<b>Surname:</b>			
<b>First Name(s):</b>			
<b>Address:</b>			
		<b>Email:</b>	
<b>Contact Tel. No.</b>		<b>Mobile Tel. No.</b>	
<b>Full Driving Licence:</b>	<b>YES/NO</b>		
<b>Do you have a disability?</b>			<b>YES/NO</b>
<b>If YES, please give details</b>			
<b>How much notice are you required to give to your current employer?</b>			



**EDUCATION (Please continue on separate sheet if necessary)**

<b>College, University or Further Education</b>	<b>From</b>	<b>To</b>	<b>Courses and Results</b>
<b>Job related Training Courses</b>	<b>Date</b>	<b>Subject</b>	

**Please give details of membership of any technical or professional associations:**


**EMPLOYMENT DETAILS (Please continue on separate sheet if necessary)**

**Please give details of your past employment, excluding your present or last employer, stating the most recent first.**

Name and address of employer	Dates	Position held/Main duties	Reason for leaving



## PRESENT OR LAST EMPLOYER

Are you currently employed? YES/NO

<b>Name of present or last employer:</b>		
<b>Address:</b>		
<b>Telephone No:</b>		
<b>Nature of business:</b>		
<b>Job title and a brief description of your duties:</b>		
<b>Reason for Leaving:</b>		
<b>Length of Service:</b>	<b>From:</b>	<b>To:</b>

**INTERESTS AND LEISURE ACTIVITIES (Please continue on separate sheet if necessary)**


**SUPPLEMENTARY INFORMATION**

**With reference to the Person Specification, please set out below any further information to support your application (Please continue on separate sheet if necessary)**


<p><b>Have you any convictions, including both spent and unspent convictions under the Rehabilitation of Offenders Act 1974? The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account.</b></p> <p><b>Guidance and criteria on filtering of these cautions and convictions can be found on the Disclosure and Barring Service Website.</b></p>	<p><b>YES/NO</b></p>
<p><b>If YES, please give details</b></p>	



## DECLARATION

**Given the nature of the job to which I have applied, I understand that any offer of employment will be subject to an enhanced DBS check. I understand that my application and details will be retained by Sight Advice South Lakes for 4 months after rejection and if appointed for the duration of employment plus 6 years.**

**I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Charity, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the General Data Protection Regulations (2018). I confirm I have received, read and understood the Sight Advice South Lakes Candidate Privacy Notice.**

<b>Signature:</b>	<b>Date:</b>
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## REFERENCES

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made?      YES/NO

<b>Name:</b>	<b>Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel. No:</b>	<b>Tel. No:</b>

## SOURCE OF APPLICATION

How did you hear of this vacancy?



## **Sight Advice South Lakes – Candidate Privacy Notice**

Sight Advice South Lakes is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

### **Data protection principles**

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### **The kind of information we hold about you**

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, employment history, qualifications, hobbies & interests
- Any information you provide to us during an interview.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

### **How is your personal information collected?**

We collect personal information about candidates from the following sources:

- You, the candidate.
- Disclosure and Barring Service in respect of criminal convictions.
- Your named referees, from whom we collect the following categories of data: Attendance/Sickness record, responsibilities of previous employment, dates of previous employment, skills and qualifications for applied for post.

### **How we will use information about you**

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our recruitment processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role you have applied for since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your application form we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is

strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references and carry out a criminal record check before confirming your appointment.

### **If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

### **How we use particularly sensitive personal information**

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

### **Information about criminal convictions**

Depending upon the role, we may collect information about your criminal convictions history if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). We may be required to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- For some roles, we are legally required to carry out criminal record checks.
- For some roles we must carry out a standard or enhanced check from the Disclosure and Barring Service.

- For some roles, a high degree of trust and integrity is required and so we would ask you to seek a basic disclosure of your criminal records history.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

### **Automated decision-making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

### **Data sharing**

#### **Why might you share my personal information with third parties?**

We will only share your personal information with the following third parties for the purposes of processing your application. All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### **Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from the Service Manager.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **Data retention**

#### **How long will you use my information for?**

We will retain your personal information for a period of four months after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

### **Rights of access, correction, erasure, and restriction**

#### **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Service Manager in writing.

### **Right to withdraw consent**

When you apply for a role with Sight Advice South Lakes, you provide consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact Service Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

### **Data protection officer**

We have designated our Service Manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Service Manager. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.