

Recruitment Privacy Statement

Recruitment Privacy statement

Please tick the box once you have read the terms and conditions below.

By applying for our vacancies and volunteering opportunities we will be assuming that you agree to the processing of sensitive personal data, in accordance with the General Data Protection Regulations

The information you provide is what we will use to decide whether to shortlist you for an interview. This helps us to review each applicant in a fair and consistent way. It is important that you complete your details accurately and honestly.

We are particularly keen to promote the employment of people with a disability and welcome all applications. We will select for interview all applicants who have a disability who meet the essential criteria for the role. If you are an applicant with a disability and would like the opportunity to discuss the application or selection process please contact nia.cole@westwalesdas.org.uk

What information does WWDAS collect?

We collect 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 we may need to make reasonable adjustments during the recruitment process;
- references supplied by former employers
- DBS checks if appropriate for the job role
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

WWDAS will collect this information from your application forms, our onboarding system, passports or other identity documents.

Data will be stored in a range of different places, including on your application record, in our recruitment system.

Why does WWDAS process personal data?

We need to process data to take steps at your request prior to and when and if we do enter into a contract with you to ensure that we are complying with our legal obligations, for example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Depending on the role you are applying for, an enhanced Disclosure and Barring Service (DBS) may be required. Criminal records will be reviewed on an individual basis and considered for recruitment

(For Office Purposes- Applicant Number:)

purposes where the conviction is considered relevant. A criminal record will not necessarily be a bar to obtaining a position with us.

The information that you provide and that is obtained from other relevant sources will be used to process your application for employment. We reserve the right at any time to check on any experience, achievements, qualifications and skills claimed by you either from your application, in any accompanying or subsequent correspondence or at interview. The personal information that you provide will also be used in a confidential manner to help us monitor our recruitment process.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Central Services team, interviewers involved in the recruitment process, managers in the organisation where there is a vacancy.

We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

How does WWDAS protect data?

We take the security of your data seriously. It has 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 WWDAS keep data?

If your application is unsuccessful, the organisation will keep your personal data on file for 6 months in case there are future employment opportunities for which you may be suited after which your data is deleted. You are free to withdraw your consent at any time during the 6 months.

What if you do not provide personal data?

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

Equality Monitoring Form

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

I have read and understood the terms and conditions of the Recruitment Privacy Statement

(please click or put a cross in the box)

(For Office Purposes- Applicant Number:)

Application Form

Please complete this form in **BLACK** ink or type to ensure that it is clear when photocopied. If you need additional space please use a piece of A4 paper with your name clearly marked at the top. In completing this form, **please ensure that you answer all the points in the person specification.**

Position applied for:

(if required, please state if you are applying for the part time role or full time)

.....
.....

Surname:

.....

First Name:

.....

Preferred Title:

.....

Address:

.....
.....

Postcode:

.....

Telephone:

Home:

Work:

.....

Mobile:

.....

Email:

.....

Please state where you saw or heard about the job:

Language Skills

Do you speak any other languages other than English?

Yes

No

If yes, please list the languages below:

This page will not be included in the shortlisting process.

(For Office Purposes- Applicant Number:)

AUTHORISATION TO WORK IN THE UK

In accordance with the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to live and work in the UK.

Are you currently able to work legally within the UK for a minimum period of 12 months or for the maximum term of the contract if less than 12 months?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you require a visa to work in the UK	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please confirm that on request you will be able provide this evidence	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

NOTICE PERIOD (IF EMPLOYED)

In order for us to plan for a start date, please can you let us know what notice period you need to give to your current employer:

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) (AMENDMENTS) ORDER 1986

All applicants are required to declare any criminal conviction(s) including bindovers and cautions which are 'unspent' and/or any prosecutions. Certain posts are exempted under the Rehabilitation of Offenders Act 1974. If the post for which you are applying is an 'exempt' post **you must declare all convictions including 'spent' convictions** and, if appointed, you will be asked to complete a more detailed form so that a criminal records check can be made. Please note that a criminal conviction will not necessarily be a bar to obtaining employment with WWDAS.

Do you have any criminal convictions (including 'spent' and 'unspent'), cautions/bindovers or prosecutions pending?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If you have answered **yes** please ensure any information is placed in the space provided below or in a sealed envelope which clearly states your name along with the job title and reference number and returned with your application form.

DISCLOSURE

Are you related to or friends with an employee of WWDAS	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If Yes, please provide the name of the employee(s):

This page will not be included in the shortlisting process.

(For Office Purposes- Applicant Number:)

REFERENCES

Please give two references, including a present or previous employer. References will not be taken up until after an offer of an appointment is made.

Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
In what capacity do you know them?	In what capacity do you know them?

DECLARATION

I declare that the information given in this application is to the best of my knowledge true and accurate. I know of no reason through conduct and/or association which would prevent me from providing a high-quality service. I understand that if the information provided is false or misleading in any way, it will result in my application not being pursued, or if appointed, may lead to disciplinary action and dismissal.

Signature _____ Date _____

I consent for my application to be securely held on file for six months so that I may be considered for future vacancies. Yes No

PLEASE EMAIL YOUR APPLICATION TO recruitment@westwalesdas.org.uk or post to 42 Portland Road , Aberystwyth SY23 2NL

Please note: If you have not received a response within two weeks of the closing date, please assume you have not been successful. We regret we will be unable to write to all unsuccessful applicants.

This page will not be included in the shortlisting process.

Thank you for your interest in WWDAS

(For Office Purposes- Applicant Number:)

Driver’s License and Vehicle Access

Do you have a clean driving license and access to a vehicle for work?

Yes No

SUPPORTING STATEMENT

Please state why you are applying for this post and what skills, experience and knowledge you will bring to the work. Shortlisting will be done on the basis of the job description and person specification so it is important that you consider them both when answering. **Please use the points on the person specification as sub headings and address in detail each criteria, with examples where possible. Applications which are not completed in this way, may not be considered.** This form will allow you to continue on additional pages.

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