|  |
| --- |
| *Please complete all sections of this Application Form and handover to HR* |

**Position Applied For:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Application Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATA PROTECTION NOTICE**

**Processing of Personal Data**

We collect and process your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Your personal data will be used solely for recruitment purposes and will be retained in line with our data retention policy. You have the right to access, rectify, erase, restrict processing, and data portability.

**Consent:** I consent to the processing of my personal data for recruitment purposes.

[ ]  Yes [ ]  No

**PERSONAL INFORMATION**

**Title:**  [ ]  Mr [ ]  Mrs [ ]  Ms [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Preferred Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Any other Names:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**National Insurance Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:**
Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Town/City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information:**
Home Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Mobile Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact:**
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RIGHT TO WORK**

**Are you entitled to work in the UK?**  [ ]  Yes [ ]  No

**Please indicate your status:**
[ ]  British Citizen
[ ]  EU/EEA Citizen with Settled/Pre-Settled Status
[ ]  Valid UK Work Visa (specify type): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
[ ]  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: You will be required to provide documentary evidence of your right to work before any offer of employment can be confirmed.*

**POSITION DETAILS**

Preferred Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employment Type Sought: [ ]  Permanent [ ]  Fixed-term Contract [ ]  Casual
Are you available to work: [ ]  Full-time [ ]  Part-time
If part-time, preferred hours per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary Expectations (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION AND QUALIFICATIONS**

**Secondary Education:**

School/College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Qualifications (GCSEs/A-Levels/equivalent): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Grades: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Year Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Further/Higher Education:**

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Subject/Field of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Classification/Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Year Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Qualifications:

**Professional Qualifications/Certifications/CPD:**

**Training Courses (relevant to position):**

**EMPLOYMENT HISTORY**

*Please provide details of your employment history, starting with your most recent position. If you have gaps in employment exceeding 3 months, please provide explanations.*

**Current/Most Recent Position:**

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employment Dates: From: \_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_
Full/Part-time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Main Duties and Responsibilities:

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Previous Position:**

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employment Dates: From: \_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_
Full/Part-time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Main Duties and Responsibilities:

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Earlier Position/s:**

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employment Dates: From: \_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_
Full/Part-time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Main Duties and Responsibilities:

Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Gaps in Employment:** If there are any gaps in your employment history exceeding 3 months, please explain:

**REFERENCES**

**Reference 1 (Most Recent Employer or Professional):**
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference 2 (Professional):**
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact your references before interview? [ ]  Yes [ ]  No

If no, may we contact them once an offer has been made? [ ]  Yes [ ]  No

**SKILLS AND EXPERIENCE**

**Relevant Skills for this Position:**

**IT Skills/Software Experience:**

**Languages (other than English):**

Language: \_\_\_\_\_\_\_\_\_\_\_\_\_

Level: [ ]  Basic [ ]  Conversational [ ]  Fluent [ ]  Native
Language: \_\_\_\_\_\_\_\_\_\_\_\_\_

Level: [ ]  Basic [ ]  Conversational [ ]  Fluent [ ]  Native

**ADDITIONAL INFORMATION**

Why are you applying for this position?

What relevant experience, skills or achievements would you bring to this role?

Notice Period Required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other relevant information:

**REASONABLE ADJUSTMENTS**

Do you require any reasonable adjustments to the recruitment process or workplace? [ ]  Yes [ ]  No

If yes, please provide details:

*We are committed to making reasonable adjustments to support applicants and employees with disabilities.*

**DISCLOSURE AND CHECKS**

Does this position involve working with children or vulnerable adults? (If applicable)

[ ]  Yes [ ]  No

Would you be willing to undergo an enhanced DBS check if required for this role?

[ ]  Yes [ ]  No

Do you have a clean driving licence? (If relevant to the role) [ ]  Yes [ ]  No [ ]  N/A
Licence Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REHABILITATION OF OFFENDERS**

Under the Rehabilitation of Offenders Act 1974, you are not required to disclose spent convictions unless this position is exempt from the Act (e.g., working with children or in financial services).

**Does this position require disclosure of spent convictions?** [ ]  Yes [ ]  No

**Do you have any unspent criminal convictions?** [ ]  Yes [ ]  No

**Have you ever been or are you now being investigated by police or social care agency?** [ ]  Yes [ ]  No

**Have you ever been the subject of a disciplinary at work or volunteering as a result of a safeguarding complaint?** [ ]  Yes [ ]  No

If yes for any of the above questions under this section, please provide details (this information will be treated confidentially and will not necessarily affect your application):

**DECLARATION**

I declare that the information I have given is true and complete. I understand that any false information may lead to my application being rejected or, if employed, to summary dismissal.

I understand that:

* This application does not constitute a contract of employment
* Any offer of employment will be subject to satisfactory references and right to work verification
* References may be taken up before interview with my consent
* The company reserves the right to verify any information provided

I consent to my personal data being processed in accordance with the company's Privacy Notice and retained for recruitment purposes.

**Applicant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Data will be stored in our HR Drive, which only the HR Department and Management have access to as well as any emails in which you may send to us during the recruitment stage.

**Why is my personal data being processed?** Here at Bristol Rovers Football Club, we value being able to conduct interviews with potential employees to a high standard. In order for us to achieve this we collect and process applicant personal data relating to their job application. Bristol Rovers Football Club is committed to being transparent about how we both collect, store and use this data.

**What information do we collect?**

We collect a range of your personal information. This includes:

• your name, address and contact details, including email address and telephone number as provided on your CV or application form.

• details of your qualifications, skills, experience and employment history in which you may have listed on your CV or application form.

• information about your current level of remuneration, including benefit entitlements;

• whether or not you have a disability for which we need to make reasonable adjustments during our recruitment process; and

• information about your entitlement to work in the UK.

Your personal information can be collected in a variety of ways. This includes information in which you have provided on your application form, CV and resume. This can also include the information which is detailed on your right to work documentation and information in which you disclose to us in your interview.

There are a variety of reasons for why your personal data is being processed. This includes:

• Our legal obligations such as checking your right to work in the UK before your employment starts with us.

• In addition, we also have a legitimate interest in processing your personal data during our recruitment process as we have to keep records of the process to allow us to manage our recruitment process and access your suitability for employment with the company.

• We also need to process data from job applicants to allow us to respond to and defend against any legal claims.

In the event your application is unsuccessful, we will keep your personal data on file for six months in case there are any future employment opportunities for which we feel your skill set is suited. We will ask consent from yourself to keep your personal data for longer than this and you are free to withdraw your consent at any time.

**Who has access to my data?**

For recruitment purposes your information may be shared internally, this includes members of HR and the recruitment team, interviewers who are involved in the recruitment process and managers in the department of the business in which your application is for.

Please be ensured we will not share your data with any third parties, unless your application for employment with the company is successful and we make you an offer of employment. Once we have reached this stage we will share the data in which you have provided with any former employers in which we are required to obtain references from, in addition we will share this information with any employment background check providers in which we are required to obtain any necessary background checks.

**How is my data protected?**

Here at Bristol Rovers Football Club, we take the security of data very seriously. We have a variety of internal processes and policies in which employees have to follow to help us ensure that your data is not lost, destroyed, misused or disclosed and is also not accessed except by our employees in which is required for the performance of their duties such as HR.

**For how long is my data kept?**

In the event in which your application for employment with [Company] is unsuccessful, we will hold your data in which you have provided on file for 6 months after the end of our recruitment process. If you have agreed to allow us to keep your personal data on file, we will be holding your data on file for another 6 months for consideration for any future employment opportunities in which may arise.

At the end of that period, or once you have withdrawn consent for us to hold this information your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

**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 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 we are relying on its legitimate interests as the legal ground for processing.