



Corley Centre

www.coventry.gov.uk

You make the difference...

## Privacy Notice

### Who is collecting your data?

The School is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the School only.

If we make an offer of employment, the School will provide a fully informed privacy notice to employees.

### Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010.

### What is being collected?

The information you provide us with in this form is provided with your fully **informed consent**. This includes:

- Name and contacts details (phone number, email, address)
- Previous work history and experience
- Referee contact details (ensure you have asked for their consent to use this)

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues
- Criminal Conviction Information

This information will not be shared outside of the School until an application is successful.

### Do we share your data?

Information on this application form and notes made during the interview process are not shared with a third party if an offer of employment is not made.

### Your rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters/>.

You may withdraw your consent for us to process your data at any point in the process prior to an acceptance of employment and we have 28 days to comply with the request.

### Retention

Unsuccessful candidates application forms will be destroyed after 6 months.

**Please complete in black ink**

<b>Job Application</b> Job Reference Number: Job Title: Closing Date: Please say if you wish to be considered for this position on a job share basis. All applications for job share will be considered on their merit and if operationally possible. <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Return Address:</b>
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**Personal Details – Please complete this section in capital letters**

Title:  Mr     Mrs     Miss     Ms

Last name: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Evening Telephone Number: \_\_\_\_\_

Mobile Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Please indicate if you are happy to receive correspondence via your email address, e.g. invite to interview letter?  Yes     No

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

Are you eligible to work in the UK?     Yes     No                      Do you require a work permit?     Yes     No

Are you currently, or have you previously been, employed by Coventry City Council?     Yes     No

If yes, please provide dates from and to and reasons for leaving (if applicable):

Date from: \_\_\_\_\_ Date to: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Please provide two referees, one of whom must be your current or most recent employer. Family members may not be used as referees. Any offer of appointment will be subject to references which are satisfactory for our purposes.

First Reference (Current or most recent employer)	Second Reference
Name: _____	Name: _____
Job title: _____	Job title: _____
Organisation: _____	Organisation: _____
Address: _____	Address: _____
Postcode: _____	Postcode: _____
Telephone No: _____	Telephone No: _____
E-mail Address: _____	E-mail Address: _____
Relationship to you: _____	Relationship to you: _____
Do you wish to be consulted before this referee is approached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you wish to be consulted before this referee is approached? <input type="checkbox"/> Yes <input type="checkbox"/> No

Do you hold a current, valid, full diving licence?     Yes     No

If yes, please state type (e.g. PSV, HGV1): \_\_\_\_\_

Please state any dates you are unavailable for interview: \_\_\_\_\_

**Present or most recent employment**

Name:

Job Title:

Address:

Postcode:

Telephone number:

Date from:

Date to (if applicable):

Salary and benefits:

Notice Required:

Reason for leaving (if applicable):

Please provide brief details of duties and responsibilities:

**Employment history****References may be sought from your previous employers. Please indicate if you wish to be consulted before they are approached:** Yes No

Date from:	Date to:	Name and address of employer:	Job Title:	Reason for Leaving:

**Relevant education and qualifications**

Relevant qualification:

Result/grade:

Date obtained:

**Relevant training**

Date:

Course title:

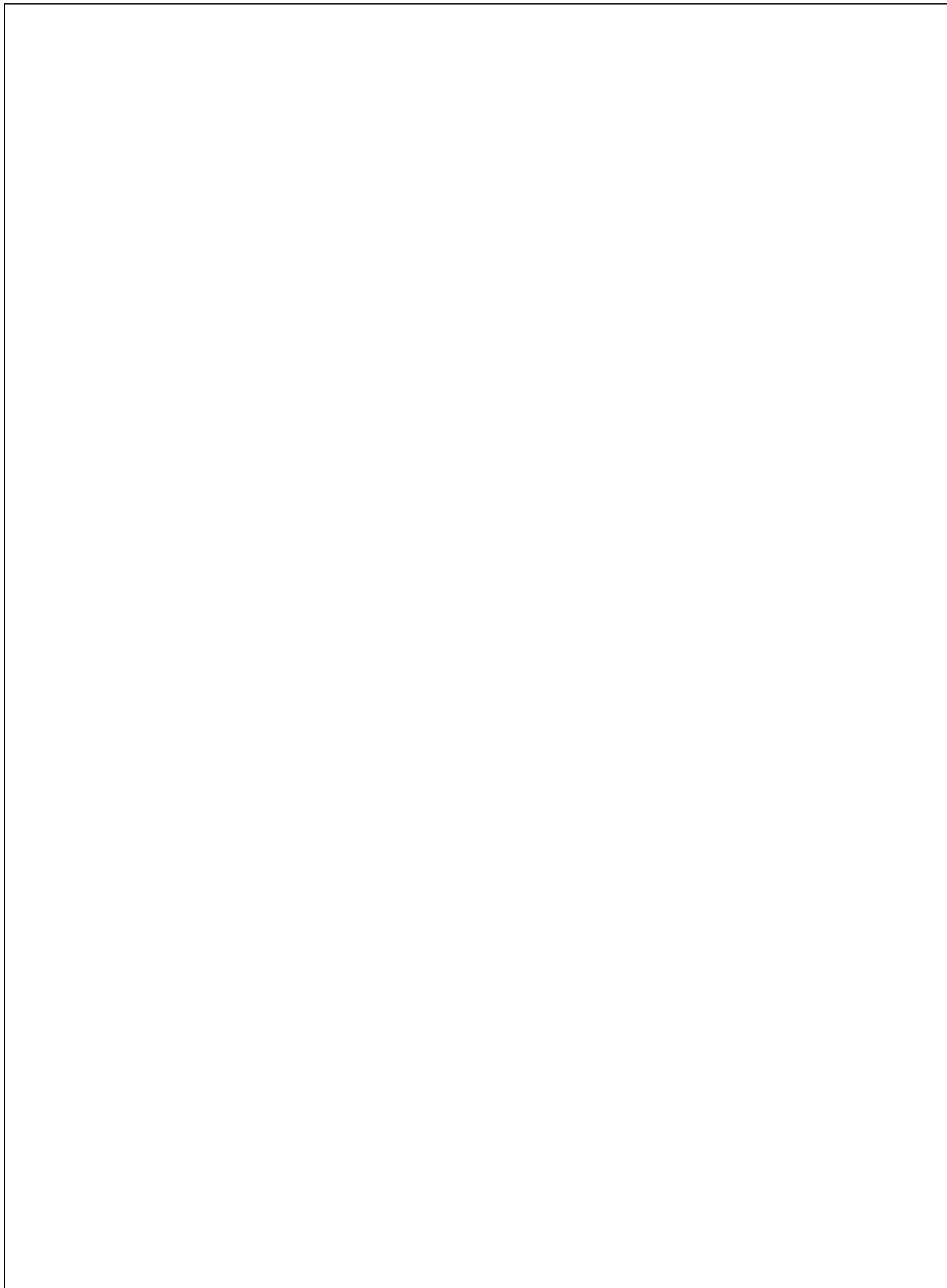
Organising body:

**Membership of relevant professional bodies:**

Name of professional body:	Type of membership:	Date of membership:	Membership number:

**Relevant skills and experience**

Please demonstrate below how you meet the criteria on the person specification. You can include experience or knowledge you have gained through paid or unpaid work. Please ensure that your personal statement has been fully aligned to the requirements of the job, otherwise we will be unable to consider you for the post. This statement will be used to assess whether you will be invited to interview/assessment.



**Working Time Directive** - Are you intending to hold additional jobs?  Yes  No

If yes, please state the number of hours you will be working in other jobs in this box

This information is required to ensure we comply with Working Time Regulations.

Are you related to a Councillor, School Governor or employee of this organisation?  Yes  No

If yes, please provide details. Name:

Relationship to you:

If you fail to disclose such information, you may be disqualified from consideration or, if appointed, liable to dismissal without notice. Canvassing of Councillors, Governors or employees in relation to this application will disqualify any applicant.

### Convictions/Disqualifications

If you have a conviction, which is **not spent** under the terms of the Rehabilitation of Offenders Act 1974, you must indicate below. However, if you are applying for a post which requires a DBS check all convictions **remain unspent** and you must declare them.

I have convictions or disqualifications which are **unspent**:  Yes  No

If yes, please give details and dates of any **unspent\*** criminal convictions, disqualifications, cautions or driving offences:

**\*Please note unspent convictions will only be taken in to account if thought relevant to the job and would preclude you from being considered.**

### Disclosure and Barring Service checks (DBS)

If you are applying for a post where a **DBS** check is requested you will be required to declare all convictions whether they are **spent** or **unspent**. **DBS checks are required where a post is in contact with children and vulnerable adults.**

### Disability

Do you consider yourself to have a disability within the terms of the Equality Act 2010?

Yes  No

This organisation has made a commitment to improve the employment opportunities for people with disabilities and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification.

Please specify any arrangements we can make to assist you if you are invited to attend for interview/assessment (e.g. wheelchair access, BSL interpreter or information in alternative format):

### Declaration

I confirm that the information contained in this application is, to the best of my knowledge, correct and understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the Data Protection Act 1998 and subsequent legislation.

Signature:

Date:

Please note: If you return this form by e-mail, your signature confirming the above will be requested if you are invited to attend an interview. If you are printing this form out and returning it by post, please sign in black ink before returning it.