

Application Form

This form has been designed to collect the information we require to consider your application for employment.

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| **Position applied for** | **Operations and Admin Coordinator** |
| **Closing Date:** | **31st Jan 2024** |
| Personal Details | |
| First Name: |  |
| Surname: |  |
| Other names: |  |
| Title (Mr, Mrs, Miss, Dr. etc.): |  |
| Address: |  |
|  |  |
|  |  |
| Contact telephone number: | Email: |

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| Current Notice period |  |
| Current salary |  |
| Do you have a current driving licence? |  |
| Do you have the use of a car? |  |

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| Do you require a permit to work in the UK? |  |
| Have you ever been convicted of a criminal offence? (declaration subject to the Rehabilitation of Offenders Act 1974) |  |
| If you have a disability and require any special arrangements to assist you at the interview, please give details |  |

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| IT/Communication | | |
| Do you have knowledge of the following IT packages, please circle at what level. | | |
| Microsoft Excel | Basic / Intermediate / Advanced | |
| Microsoft Word | Basic / Intermediate / Advanced | |
| Microsoft PowerPoint | Basic / Intermediate / Advanced | |
| Microsoft Outlook | Basic / Intermediate / Advanced | |
|  | | |
| Google Drive | Basic / Intermediate / Advanced | |
| Please list below any other IT packages that you know and circle at what level | | |
| ChurchSuite database | Basic / Intermediate / Advanced | |
| Squarespace website | Basic / Intermediate / Advanced | |
|  | | |
| Present or most recent employment | | |
| Name of Employer | |  |
| Present Post | |  |
| Date appointed from: | |  |
| Reason for leaving: | |  |
| Brief description of duties and responsibilities | |  |

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| Previous Employment | | | | | |
| Start with your most recent employment and list in descending order | | | | | |
| Name and Address of church, charity, company or organisation | Job title and reason for leaving | Salary | Full or Part-Time? | Dates | |
| From | To |
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| Voluntary or Unpaid Work Undertaken (if any) |
| This may not relate to the post applied for, but may still be relevant |
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| Training/Professional Development | | | |
| Please give details of any relevant courses, training or qualifications with the place and date completed: | | | |
| Title | Organising Body | Length of course | Date |
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| Education and Training | | | | |
| Name of Institute & Address | From | To | Examinations Passed with Grades | |
| Secondary school or college: |  |  | GCSE or Equivalent  A Level or Equivalent |  |
| University or College: |  |  | Main subject(s)  Degree and date awarded  Class of degree  Full time/part time |  |
| Post-Graduate |  |  | Qualification  Date awarded |  |

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| Working in a Church of England Organisation | |
| As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. Please add a brief statement here in support of your application to this Church of England Organisation, explaining how you will find working and worshipping within this denomination | |
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| If you are a practising member of a Christian Church, please give details: | |
| Denomination: |  |
| Place of worship and Address: |  |
| Diocese (if applicable): |  |

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| References | |
| All offers of employment are subject to satisfactory references. Please provide details of three referees, none of whom should be related to you. | |
| Referee 1 | Referee 2 |
| Name: | Name: |
| Address: | Address: |
|  |  |
|  |  |
| How does the referee know you? | How does the referee know you? |
| Referee 3 |  |
| Name: |  |
| Address: |  |
|  |  |
| How does the referee know you? |  |

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| Additional Information |
| Criminal History  The job you have applied for is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means you are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act, except those which under the DBS filtering rules should no longer be disclosed.  Non-disclosure may lead to termination of Employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.  Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended in 2013) which would not be filtered in line with DBS guidance? Yes/No \* delete as appropriate  If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”.  Successful candidates will be required to follow the Lords Hill Church’s safeguarding policy including undertaking a DBS Disclosure. |

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| Declaration | | | |
| I understand that under the terms of the Asylum and Immigration Act 1996 should I be successful for the post for which I am applying, I will provide the relevant documents to enable a right to work in the UK check.  I understand that any wilful falsification or omissions may if I am appointed result in my dismissal.  I declare that I am not on List 99 or disqualified from working with children.  I understand the processing of my personal data is for legitimate purposes under GDPR and have read and understood the privacy notice. | | | |
| Signed |  | Dated |  |

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| Application |
| Please submit this completed application form and a 60 second video briefly introducing yourself and stating your suitability for this role to **recruitment@lordshill.church** |

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| PART B - EQUAL OPPORTUNITIES & MONITORING This section will be removed prior to shortlisting | |
| This Equal Opportunities Monitoring is separated from your application upon receipt and will neither be seen by the selection panel, nor by anybody else outside of the HR team at any time during the recruitment process or your potentially ensuing employment. The information on this form is treated as confidential to Lords Hill Church and is used for monitoring purposes only, to ensure that our recruitment and employment practices are non-discriminatory. | |
| Post applied for:  Where did you see this post advertised? If seen on internet, please specify website: | |
| Gender  Please indicate your gender: Male Female  Was your gender registered differently at birth or is it possible that it may change in the future? Yes No Prefer not to say  Age  Please indicate your age: 16 – 25 26 - 35 36 - 45  46 – 55 56 - 65 65 + | |
| Sexual Orientation  Do you consider yourself to be  Heterosexual Bisexual Gay / Lesbian Prefer not to say | |
| Religious Belief  Which one of the following best describes your religious belief?  Atheism, Buddhism, Christian, Hinduism, Islam, Judaism, Sikhism, No belief, Prefer not to say,  Other. Please specify | |
| Disability  Do you consider yourself to have a disability? Yes No Prefer not to say | |
| **Ethnic Origin** Choose one section from A-E to indicate your cultural background  A B C D E \*delete as appropriate | |
| **A** White  British  English  Scottish  Welsh  Other, please write in  Irish  Any other White background, please write in    **B** Mixed  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background, please write in    **C** Chinese British, Chinese English,  Chinese Scottish, Chinese Welsh  Chinese | **D** Asian  Asian British, Asian English, Asian Scottish, or Asian Welsh  Indian  Pakistani  Bangladeshi  Any other Asian background, please write in    **E** Black  Black British, Black English, Black Scottish, or Black Welsh  Caribbean  African  Any other Black background, please write in    Any other background, please write here:  ….………………………………………… |

# Job applicant privacy notice (GDPR compliant)

Lords Hill Church is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we collect and hold on you as a job applicant. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

## Data controller details

Lords Hill is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows:admin@saintmarys.church

## Data protection principles

In relation to your personal data, we will:

* process it fairly, lawfully and in a clear, transparent way
* collect your data only for reasons that we find proper for the course of your employment in ways that have been explained to you
* only use it in the way that we have told you about
* ensure it is correct and up to date
* keep your data for only as long as we need it
* process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed

## Types of data we process

We hold many types of data about you, including:

* your personal details including your name, address, date of birth, email address, phone numbers
* your photograph
* gender
* marital status
* whether or not you have a disability
* information included on your CV including references, education history and employment history
* documentation relating to your right to work in the UK
* driving licence

## How we collect your data

We collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview. Further information will be collected directly from you when you complete forms at the start of your employment, for example, your bank and next of kin details. Other details may be collected directly from you in the form of official documentation such as your driving licence, passport or other right to work evidence.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Personal data is kept in personnel files or within the Company’s HR and IT systems.

## Why we process your data

The law on data protection allows us to process your data for certain reasons only:

* in order to perform the employment contract that we are party to
* in order to carry out legally required duties
* in order for us to carry out our legitimate interests
* to protect your interests and
* where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.

We need to collect your data to ensure we are complying with legal requirements such as:

* carrying out checks in relation to your right to work in the UK and
* making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of the Company. We have set these out below:

* making decisions about who to offer employment to
* making decisions about salary and other benefits
* assessing training needs
* dealing with legal claims made against us

If you are unsuccessful in obtaining employment, we will seek your consent to retaining your data in case other suitable job vacancies arise in the Company for which we think you may wish to apply. You are free to withhold your consent to this and there will be no consequences for withholding consent.

## Special categories of data

Special categories of data are data relating to your:

* health
* sex life
* sexual orientation
* race
* ethnic origin
* political opinion
* religion
* trade union membership and
* genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

* you have given explicit consent to the processing
* we must process the data in order to carry out our legal obligations
* we must process data for reasons of substantial public interest
* you have already made the data public.

We will use your special category data:

* for the purposes of equal opportunities monitoring

We do not need your consent if we use special categories of personal data in order to carry out our legal obligations or exercise specific rights under employment law. However, we may ask for your consent to allow us to process certain particularly sensitive data. If this occurs, you will be made fully aware of the reasons for the processing. As with all cases of seeking consent from you, you will have full control over your decision to give or withhold consent and there will be no consequences where consent is withheld. Consent, once given, may be withdrawn at any time. There will be no consequences where consent is withdrawn.

## Criminal conviction data

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment should you be successful in obtaining employment.

We rely on the lawful basis of public interest and legitimate interest to process this data.

## If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not able to process, or continue with (as appropriate), your application.

## Sharing your data

Your data will be shared with colleagues within the Company where it is necessary for them to undertake their duties with regard to recruitment. This includes, for example, the HR department, those in the department where the vacancy is who responsible for screening your application and interviewing you, the IT department where you require access to our systems to undertake any assessments requiring IT equipment.

In some cases, we will collect data about you from third parties, such as employment agencies.

Your data will be shared with third parties if you are successful in your job application. In these circumstances, we will share your data in order to obtain references as part of the recruitment process and/or obtain a criminal records check.

We do not share your data with bodies outside of the European Economic Area.

## Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

Where we share your data with third parties, we provide written instructions to them to ensure that your data are held securely and in line with GDPR requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

## How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need it for and this will depend on whether or not you are successful in obtaining employment with us.

If your application is not successful and we have not sought consent or you have not provided consent upon our request to keep your data for the purpose of future suitable job vacancies, we will keep your data for *six months* once the recruitment exercise ends.

If we have sought your consent to keep your data on file for future job vacancies, and you have provided consent, we will keep your data for *12 months* once the recruitment exercise ends. At the end of this period, we will delete or destroy your data, unless you have already withdraw your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.

If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

## Automated decision making

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

## Your rights in relation to your data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

* the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
* the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request
* the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
* the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
* the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
* the right to portability. You may transfer the data that we hold on you for your own purposes
* the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
* the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact our Data Protection Officer.

## Making a complaint

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

## Data Protection Officer

The Company’s Data Protection Officer is:  
Emma Du Croz, 135 St Mary Street, SO14 1NX and can be contacted on admin@saintmarys.church