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# Application form

Application for Surrey Hills Volunteer Co-ordinator

## Your details

Name:

Address:

Postcode:

Phone:

Email:

## Education and training

Please give details:

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Qualifications

Please give details:

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## Employment history

### Your current or most recent employer

Name of employer:

Address:

Postcode:

Job title:

Pay:

Length of time with employer:

Reason for leaving:

Duties:

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### Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

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## Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

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## Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

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Are there any dates when you will not be available for interview?

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When can you start working for us?

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## Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

## References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

### Referee 1

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### Referee 2

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## Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

Please also complete the GDPR consent form below

**General Data Protection Regulations – Consent Form for Job Applicants**

In May 2018 the law changed about how companies record, store and use individuals’ personal data. This new GDPR law means we have changed some of our working practices.

As a company we need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

**Your consent is requested**

We would like your consent to hold personal and special data about you in order that we can process your employment application.

The data we wish to obtain and hold (a range of examples provided, but not limited to)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Type of data** | **Why we wish to hold it** | **How long it will be kept for**  |
| **1** | **Recruitment data** Previous employersTypes of job held at other companiesPrevious salariesSkills and qualifications obtained | This will allow us to make a decision on your suitability for employment/engagementIt will help us to decide which dept. you may be most suitable in  | Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months if a job offer is made and more comprehensive GDPR consent form will be issued |
| **2** | **Ethnic monitoring data**Data relating to your racial origin, religion, gender, sexual orientation, etc that are classed as protected characteristics under the Equality Act 2010 | We use this data to understand the ethnic make- up of our workforce and job applicants and it allows us to inform our recruitment process if we believe we do not have the correct diversity | This data will be kept for the duration of this round of applications and will be anonymised and stored for 4 years afterwards. |

**Agreement to use my data**

I hereby freely give my prospective employer The Surrey Hills Society consent to use and process my personal data relating to my job application (examples of which are listed above).

**In giving my consent:**

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

I understand the Data Compliance Officer for our Company is Stella Cantor and I can contact them directly if I have any questions or concerns. To contact to them please email info@surreyhillssociety.org

I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Name: ...…………………………………………………………

Signature: ……………………………………………………….

Date: …………………………………………………………….

Yours sincerely

Gordon Jackson

Chairman Surrey Hills Society