**SAFELINE APPLICATION FORM**

Once completed, please return to: office@safeline.org.uk

Telephone Enquiries: 01926 402 498

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| **Personal Details** | | | | |
| Position Applied For |  | | | |
| How did you hear about the position? |  | | | |
| Surname/ Family name |  | First names |  | |
| Preferred name |  | Mr/Mrs/Ms/Miss |  | |
| Address |  | | | |
| Email Address |  | National Insurance No. | |  |
| Home Tel No. (Inc.STD code) |  | Mobile Telephone No. | |  |
| Are you a UK National? | | Yes | | No |
| If you are not a UK National, do you require a work permit?  *Note: to comply with The Asylum and Immigration Act 1996, if you are invited to attend an interview, you must bring with you evidence of eligibility to work in the UK. No offer of employment will be made unless such evidence is provided.* | | Yes | | No |
| Have you been convicted of a criminal offence that is not regarded as spent under the Rehabilitation of Offenders Act? | | Yes | | No |
| Do you have any prosecutions pending? | | Yes | | No |
| If Yes, please provide details. | |  | | |
| Have you worked for the Organisation before? | | Yes | | No |
| If Yes, please give dates and position. | |  | | |
| Do you hold a current driving licence? | | Yes | | No |
| If Yes, Please specify licence. | |  | | |
| Do you have access to a car for business use? | | Yes | | No |

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| **Your Qualifications** | | | | |
| Please list any qualifications beginning with GCSE or equivalent (e.g. GCE O Level, CSE, NVQ etc.). Please continue on a separate sheet if needed. | | | | |
| Schools/ colleges / Universities / Adult Education Centres | Subjects Studied | Date Obtained | Level (NVQ, GCSE, Degree etc.) | Grade |
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| Please give details of any other training you have received. |
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| **Membership and Level of Professional Associations (where applicable).** |
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| **Computer Literacy** | | |
| Please indicate your level of IT competence (including the use of software applications and email). | | |
| Very Competent | Competent | Basic |

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| **Activities and Interests** |
| Please describe any activities or interests you have outside work. *(State any positions held you consider relevant)* |
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| **Your Work Experience** | | | | |
| Please list your work experience indicating; whether full time, part time; your job title; the type of business/organisaional activity e.g.; third sector, printing, manufacturing etc.; the dates you were employed; your key responsibilities; your salary and your reason for leaving (where appropriate). Begin with your current employment and work backwards. | | | | |
| Name of employer and nature of the business/organisational activity | Dates  (specify month/year) | Job Title & Responsibilities | Salary  (Please indicate whether full time or part time) | Reason for leaving |
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| **Your Voluntary Experience** | | | |
| Please list any voluntary or unpaid work you are currently doing or that you have done in the past. Begin with your current or most recent voluntary position and work backwards. | | | |
| Name of voluntary organisation and nature of organisational activity | Dates  (specify month/year) | Position Held & Responsibilities | Reason for leaving |
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| **Availability** | |
| How much notice do you have to give your current employer? |  |
| Please give details of planned holidays |  |
| Are you willing to work additional hours and weekends if required by Organisational needs? |  |
| If you have any other commitments, which might limit your working hours, please provide details? (E.g. Military reserve, Local Government etc.) |  |

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| **Personal Statement** |
| Please give details, using the same headings on the person specification, i.e. qualifications, experience and knowledge, skills and abilities, attributes, to demonstrate how you have fulfilled the criteria. Draw on your personal experiences from work, home, leisure, education or voluntary activities. Please continue on a separate sheet if needed. **Maximum of 2 pages.** |
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| **Referees** |

Please provide details of two referees, with one being your current or previous employer*.* No appointment will be made without satisfactory references.

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|  | Name of Referee | Job Title of Referee and Department | Name and Address of Company/Organisation | Telephone Number/Email Address | In What Capacity Do You Know This Person | May We Contact This Referee? Y/N |
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| **Declaration** | |
| I confirm that:   1. The information on this application is full and correct. I understand that all offers are made on this basis; and subject to the receipt of references, which the Organisation regards as satisfactory. Failure to comply with the above may cause any offer made to be withdrawn forthwith and/or render me liable to summary dismissal. 2. This application form is an accurate reflection of my experience, work and qualifications and I understand that a misleading application would be regarded as gross misconduct and could lead to immediate dismissal. 3. I give my consent for the processing and retention of the information provided on my application form, in line with Safeline’s Data Privacy Statement as outlined on P.10 of this document. | |
| Signed |  |
| Date |  |
| Completed on my behalf by |  |
| Relationship to me |  |

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| **Equal Opportunities** | | |
| We are an equal opportunities employer and takes positive steps to ensure that all persons are selected for positions solely on their suitability. Our recruitment and selection procedures are monitored to ensure this. To do this effectively we need specific information from you and ask that you complete the section below. This information is treated confidentially and will not be used for any purpose other than to monitor our recruitment procedures. The classifications used are those recommended by the Commission for Racial Equality. | | |
| Individual Details | | |
| Name |  | |
| Position Applied For |  | |
| Date of Birth |  | |
| Gender | Male | Female |
| Have you been known by any other surname?  If yes, please specify |  | |
| Recruitment effectiveness | How did you find put about this position? (Please specify: newspaper/ website etc.) | |

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| **Ethnicity** | | | | |
| What is your ethnic group?  Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background | | | | |
| a. White | | | | |
| British | Irish | European | | Any other White background, please specify………………. |
| b. Mixed | | | | |
| White & Black Caribbean | White & Black African | White & Asian | | Any other Mixed background, please specify……………….. |
| c. Asian or Asian British | | | | |
| Indian | Pakistani | Bangladeshi | | Any other Asian background, please specify………………… |
| d. Black or Black British | | | | |
| Caribbean | African | | Any other Black background, please specify………. | |
| e. Chinese or other ethnic group | | | | |
|  | | Any other, please specify……………………… | | |

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| **Disability** | |
| The answers you provide will help us in our monitoring role as a responsible employer, as required under the Disability Discrimination Act. It will enable us to take positive steps in supporting individuals with disabilities, ensuring you are not discriminated against by virtue of any impairment. | |
| Do you have a condition of any kind that you believe the organisation should be aware of? Please describe |  |
| Are there any ways in which we may be able to assist you / provide support in relation to your disability at work? Please describe |  |
| Do you require any special arrangements for interview? |  |

Safeline is committed to the Safeguarding of young people and vulnerable adults and adopts strict measures to ensure the safety of its clients. Safeline expects all personnel to work within its safeguarding policies and procedures.

The information contained on this form will remain confidential to Safeline.

Please return this form marked ‘private and confidential’ **by email preferred** [**office@safeline.org.uk**](mailto:office@safeline.org.uk) **or post** to:

Safeline, 6a New Street, Warwick CV34 4RX **Further guidance overleaf.**

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| Guidance Notes for Applicants |

Please read this information carefully before completing the application form.

*Application packs can be received electronically by emailing:* office@safeline.org.uk

* All applicants are required to complete an application form. We will not accept CV’s in place of, or in addition to, the form.
* Before you start to complete the application form it is important to read the Job Description and Person Specification. The Person Specification is very important in the application process. An applicant must meet all the essential requirements on the Person Specification to be shortlisted for interview. The desirable criteria do not have to be met to be shortlisted, however, if you can demonstrate in the application that you also meet the desirable criteria, please do so.
* Please fill in all sections of the application form and do not leave blank boxes.
* Continuation sheets can be attached (in moderation) if needed.
* Application forms will need to be photocopied so please use black pen or type. Forms will be disregarded if the handwriting is illegible.
* Forms can be reproduced electronically but all questions must be exactly as original.
* Please ensure the job title is shown on the application form, as we may be dealing with more than one post.

### **Further Information in support of your application / Supporting Statement**

* The application should show how you meet each item on the Person Specification. Please give clear, concise examples illustrating how you meet the criteria. These can include relevant examples from outside the workplace.
* When giving information in support of your application do not exceed 2 sides A4.

**References**

* All candidates who are successful at interview will be conditionally offered a position, subject to the receipt of satisfactory references. References will only be requested for the successful candidate.

###### **Before submitting your application**

* Check through the form to make sure you have included all relevant skills and experience. Remember: the application form is the only thing we see, we cannot guess about your skills and experience, so tell us even if it seems obvious.
* Ensure you have read our Recruitment Data Privacy Statement on P.10 and sign the declaration on P.7 to enable Safeline to process your data and proceed with your application.
* Print off and keep a copy of your completed application form.
* Finally, make sure you return the form by the closing date. We are unable to consider late applications.

**Safeline Recruitment Data Privacy Statement**

Safeline is committed to protecting any personal data it holds and to ensure that robust security measures are in place to safeguard the integrity and security of that data. Please read the following privacy statement to understand how Safeline will process the data you provide.

When signing the declaration on P.7 of the Job Application Form, you are also confirming that you have read this statement and consent to Safeline processing your data. This provides us with the legal basis to process your data.

As part of the application process, you will be asked to submit personal data, including your name, contact details and employment history. Some of information is mandatory to proceed with the recruitment process and meet our legal obligations. However, where indicated, some of the information is optional.

The data that Safeline will collect and process will be used for recruitment purposes only.

Safeline may advertise job details on external recruitment websites. Please check their data policy to understand how they may process your data.

You have the right to receive clarity and transparency from Safeline. The data we will hold will include your application form and associated correspondences, including emails and cover letters. If you are successful in obtaining an interview, we will also retain interview notes and associated documentation. This can be in both written and electronic formats. Post interview correspondences before appointment or rejection will also be retained.

Your data will be accessed by authorised Safeline personnel only. Safeline may need to share your data with our third-party HR Contractors if there is a legitimate reason for us to do so in relation to your application.

Your data will be stored in a paper file and in an electronic format if there has been electronic communication. This will be stored in our registered office and on our secure IT system.

Unsuccessful applications (both paper and electronic copies) will be securely disposed of after shortlisting has taken place. Shortlisted applications will be stored securely for no longer than 6 months after the position has closed and will be securely disposed of.

As a data subject, you have a right to:

* access and obtain a copy of your data on request;
* require Safeline to change incorrect or incomplete data;
* require Safeline 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 Safeline is relying on its legitimate interests as the legal ground for processing.

If you are unhappy with how Safeline has processed your data, please contact us. If you remain dissatisfied with the actions that were taken to resolve matters, please contact the Information Commissioner’s Office for further information.