

NORTH CLWYD ANIMAL RESCUE

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

Please answer questions fully and clearly, should you require additional space to answer any question please complete on a separate sheet.

Post	POST REF: NCAR/KA
	POST TITLE
Personal Details	SURNAME: FORENAME(S): TITLE:
	ADDRESS:
	POSTCODE:
	TELEPHONE NO (HOME): (MOBILE):
	E-MAIL ADDRESS (HOME):
	Have you worked for North Clwyd Animal Rescue before? *Yes/No. If yes, please give dates and job title.
	Do you have any holiday commitments? *Yes/No. If Yes, please give details:
	Current Driving Licence? Yes/No Type Full/ Provisional
	Penalty Points? Yes/No If Yes, please give details

Employment History	Dates from/to (Current or most recent employer first)	Employer's full name and address	Position(s) held and main responsibilities (briefly)	Reason for leaving

Education	Education		
	Dates from/to (month/year)	Secondary/College/University attended	Qualifications obtained/levels achieved

Training and Development	Training and Development Please give details of any relevant technical/vocational courses you have attended		
	Dates from/to (month/year)	Name of training Provider	Qualifications obtained/levels achieved

Interests	<p>Please tell us about any sports, hobbies, voluntary, community or other personal interests which you feel may support your application</p> <div style="border: 1px solid black; height: 100px;"></div>
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Reasonable Adjustments	<p>Is there anything we need to know in order to offer you a fair selection interview? For example, do you need a signer or interpreter or require an accessible interview room?</p> <div style="border: 1px solid black; height: 150px;"></div>
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References	<p>Please give the names and addresses of 2 referees to whom confidential enquiries may be made. One must be your current employer (or if not currently employed, your last employer, or headteacher/tutor if appropriate). References will only be taken up if you are offered a position.</p>		
	1st Referee.		
	Name:	Position:	
	Address:		
	Telephone Number:		
Capacity in which known to you:	Dates known from:	to:	

References	2nd Referee.		
	Name:	Position:	
	Address:		
	Telephone Number:		
	Capacity in which known to you:	Dates known from:	to:

Additional Information (Optional)	Is there any additional information you wish to disclose in support of your application
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Criminal Convictions	<p>We undertake a risk assessment of all sensitive positions and may undertake a Criminal Records Bureau check periodically, where this is proportionate and relevant to a particular role. We also use the outcome of a referral to the CRB as an initial indicator of suitability to occupy such posts.</p> <p>If an enhanced CRB disclosure is required for this post by signing this application form you also give your approval to such CRB disclosure being periodically obtained should we employ you.</p> <p>The CRB check will reveal convictions otherwise regarded as “spent” by virtue of the Rehabilitation of Offenders Act 1974. You must reveal all convictions including youth and military offences and police cautions where we indicate the post is subject to enhanced disclosure. Where standard disclosure is required, the provisions of the Rehabilitation of Offenders Act 1974 apply to any convictions you disclose.</p> <p>Please disclose any ‘Relevant’ Convictions below (If none, please state NONE)</p>
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Data Protection

DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or any third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

Declaration

Please read carefully then sign and date your application.

I confirm that I am legally entitled to work in the United Kingdom.

I authorise the organisation to obtain references to support this application.

I confirm that the above information is correct and complete and understand that failure to disclose relevant information or giving false information may be sufficient grounds for rejection or termination of my employment.

Signature: Date:

Information for Applicant

Please note that if you are successful in your application we will require you to produce any two documents from the list below (one of which must show your current address) when you start your employment:-

- a UK Passport
- an EU Passport or National Identity Card
- a Driving Licence
- a UK residence permit issued by the Home Office
- an official document bearing a National Insurance Number
- a Birth Certificate
- a utility bill or official document bearing your current address
- a work permit together with a Passport

PLEASE SIGN AND RETURN THIS FORM IN A SEALED ENVELOPE MARKED ‘CONFIDENTIAL’ TO:

The H.R. Manager
North Clwyd Animal Rescue
Glan Yr Afon Road
Trelogan
Holywell CH8 9BD