

Guidance notes and privacy notice

The application form

The application form plays an important part in the selection process; decisions to shortlist candidates for interview are based solely upon the information you supply on your form and the form provides a basis for the interview itself. Curriculum Vitae (CV) will not be accepted.

Section 1: Personal details

Please give your surname and initials. You are not, however, required to provide your preferred title and/or your forenames. If you have a title or other name you would like to be called (should you be called for an interview), you may at your discretion enter those details.

Section 2: Education and professional qualifications

List membership of professional institutes, in-house courses and professional qualifications if applicable. Essential qualifications will be checked on appointment to a post.

Section 3: Current post

Please provide brief information in respect of responsibilities including reporting and management duties. This section should not be left blank unless the position you are applying for is your first job.

Should you be selected for the role "your reason for leaving or wishing to leave" may be verified if we take references per Section 7 below.

Section 4: Previous employment

Please give a brief explanation of the main duties of your previous jobs.

Whilst you are not required to provide dates in relation to previous jobs it is important you confirm whether or not you have had material gaps in your employment. If you have, it would be helpful if you could provide relevant details.

Section 5: Relevant skills, abilities, knowledge and experience

This section is vital. Think about what evidence you can provide to demonstrate you have the necessary skills, ability, knowledge and experience required. You may have acquired these in a variety of ways e.g. through work, running a home, voluntary work, hobbies etc.

Address each of the criteria separately and briefly outline how you meet each one, providing specific examples.



Section 6: Other information

A simple list will suffice unless positions held and the skills/experience attained are directly relevant to the position for which you are applying.

Section 7: References

Should you be selected for the role we will want to take up referees as outlined below.

- Employment references – please provide referee/s details to cover recent relevant employment.
- Academic references – if you are a school leaver or graduate entrant and do not have any previous employment history, please supply the details of a school/college tutor.
- Personal references – if you have no previous employment, please give details of someone who can provide a character reference.

We reserve the right to take up references from any previous employer.

Section 8: Declaration

This section must be signed by the applicant. It is a declaration of the validity of the information in the application, and confirms that misleading information would be sufficient grounds for terminating of employment.

Privacy notice

Data controller: Bath and North-East Somerset Carers' Centre, Woodlands, Lower Bristol Road, Bath BA2 9ES

During the recruitment process, Bath and North-East Somerset Carers' Centre (the Company) collects and processes personal data relating to job applicants.

The Company is committed to being clear and transparent about how it collects and uses that data and to meet its data protection obligations.

What information does the Company collect and process?

The Company collects and processes a range of personal information (personal data) about you. Personal data means any information about an individual from which the person can be identified. This includes:

- personal contact details, such as your name, title, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers;
- information about your remuneration;
- information about your entitlement to work in the UK; and
- diversity monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.



The Company collects this information in a variety of ways during the application and recruitment process. For example, data may be contained in application forms and CVs, obtained from identity documents, such as your passport and collected through interviews and assessment tests.

In some cases, the Company collects personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks permitted by law.

Data is stored in a range of different places, including on your application record, in the Company's HR management systems and in other IT systems (including the Company's email system).

Why does the Company process personal data?

The Company needs to process data prior to entering into a contract with you. We also need to process data to enter into an employment contract with you and to meet our obligations under that employment contract.

In addition, the Company needs to process data to ensure that we are complying with our legal obligations. For example, we are required to check an employee's entitlement to work in the UK before employment begins.

The Company has a legitimate interest in processing personal data during the recruitment process and in keeping records of that process. Processing such data from job applicants enables the Company to manage the recruitment process, assess the suitability of candidates and make informed decision as to whom we wish to recruit. The Company may also have to process data from job applicants in order to defend legal claims.

The Company processes health information if we need to make reasonable adjustments to the recruitment process for candidates with a disability.

For certain positions, it is necessary to carry out Disclosure and Barring Checks to ensure that individuals are permitted to undertake a particular role.

If you fail to provide personal information

You are under no obligation to provide the Company with data during the recruitment process. However, if you do not provide certain information when requested, the Company may not be able to process your application for employment properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for you if this information is not provided.

How long do you keep data?

The Company will only hold your personal data for as long as is necessary to fulfil the purposes for which we collected it. If your application for employment is unsuccessful, the Company will hold your data on file for 6 months after the end of the recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and we shall issue a new privacy notice which sets down the periods for which your data will be held.



Who has access to data?

Your information will be shared internally for the purposes of the recruitment process, including with the HR lead, administrative staff and colleagues involved in interviews.

The Company will not share your data with third parties unless we make you an offer of employment. In those circumstances, the Company shall share your data with third parties where required by law and where it is necessary in order to administer the working relationship with you or where we have another legitimate interest in doing so. The Company will then share your data with former employers for the purpose of obtaining references.

The Company will not transfer your data to countries outside the European Economic Area.

How does the Company protect data?

The Company takes the security of your data seriously. The Company has internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a "data subject access request");
- require the Company to change incorrect or incomplete data;
- request erasure of your personal information. This enables you to ask the Company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing; and
- ask the Company to suspend the processing of your personal data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.

If you would like to exercise any of these rights, or you have any questions about the privacy notice, please contact David Ford, Data Protection Lead, Bath and North East Somerset Carers' Centre, The Woodlands, Lower Bristol Road, Bath BA2 9ES.

If you believe that the Company has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office.