**Recruitment Form**

Thank you for considering job opportunities with Noah’s Ark Children’s Hospice. Please complete all sections on this form as the information you provide in your application form will help us to determine your suitability for the post you are applying for.

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| Post Applied For: |  |

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| **PART 1: PERSONAL INFORMATION** |
| Name: |  |
| Address: |  |
| Email: |  |
| Phone: | Daytime: | Evening: |
| NI Number: |  |
| NMC Pin: (if applicable) |  |
| Nationality: |  | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. |

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| Do you need a work permit to be employed in the UK? | □ | Yes | □ | No |
| *If you already have a work permit, when does it expire?*(Please note that your current work permit may not be valid for this post.) |
| How did you hear about this position? (i.e our website, Reed, NHS Jobs, Charity Jobs etc.) |  |
| Are you part of a family (or do you know a family) who are currently receiving or have received support from Noah’s Ark Children’s Hospice?  | □ | Yes | □ | No |
| *If yes, please give details:* |
| Do you have a valid current driving licence? | □ | Yes | □ | No |
| *(If your role involves driving, you will be asked to provide further information and details of endorsements.)* |

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| **PART 2: EDUCATION AND PROFESSIONAL QUALIFICATION***(Please note that original certificate s and documentary evidence will be required at interviews.)* |
| Name of Institution / College / University / Training Provider | Dates | Subject taken / Qualification gained |
| From | To |
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| Any other relevant training: |
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| Languages spoken and fluency: |
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| **PART 3: EMPLOYMENT HISTORY***Please complete in full and start with your most recent employment and give reasons for gaps in employment. Please use a separate sheet if necessary.* |
| **Job Title:** |  |
| Salary: |  | Start Date: |  | End Date: |  |
| Employer Name: |  |
| Type of Business: |  |
| Employer Address: |  |
| Employer Phone: |  |
| Please outline your responsibilities: |
|  |
| **Job Title:** |  |
| Salary: |  | Start Date: |  | End Date: |  |
| Employer Name: |  |
| Type of Business: |  |
| Employer Address: |  |
| Employer Phone: |  |
| Please outline your responsibilities: |
|  |
| **Job Title:** |  |
| Salary: |  | Start Date: |  | End Date: |  |
| Employer Name: |  |
| Type of Business: |  |
| Employer Address: |  |
| Employer Phone: |  |
| Please outline your responsibilities: |
|  |
| **Job Title:** |  |
| Salary: |  | Start Date: |  | End Date: |  |
| Employer Name: |  |
| Type of Business: |  |
| Employer Address: |  |
| Employer Phone: |  |
| Please outline your responsibilities: |
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| **PART 4: YOUR SKILLS, KNOWLEDGE , EXPERIENCE AND VALUE*****Please use this section to tell us how you meet the competences and requirement of the role you are applying for as summarised in the person specification. Continue to on a separate sheet if necessary*** |
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| **PART 5: REFERENCES***Please use this section to tell us how you meet the competences and requirement of the role you are applying for as summarised in the person specification. Continue to on a separate sheet if necessary.* |
| REFEREE 1 |
| Name: |  |
| Job Title: |  |
| Organisation: |  |
| Organisation Address: |  |
| Email: |  |
| Phone: |  |
| Capacity referee is known to you: |  |
| Can we contact referee prior to interview? | □ | Yes | □ | No |

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| REFEREE 2 |
| Name: |  |
| Job Title: |  |
| Organisation: |  |
| Organisation Address: |  |
| Email: |  |
| Phone: |  |
| Capacity referee is known to you: |  |
| Can we contact referee prior to interview? | □ | Yes | □ | No |

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| **PART 6: CAUTIONS, REHABILITATION AND CRIMINAL RECORDS** |
| Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment.Any information will be completely confidential and will be considered only in relation to this application. In addition your role may require you to submit to a DBS check. Any standard or enhanced disclosure made by the DBS will remain strictly confidential. |
| Have you ever been convicted of a criminal offence? *(You do not need to disclose convictions deemed as 'spent' under Rehabilitation of Offenders legislation)* | □ | Yes | □ | No |
| *If yes, please give details of all offences, sentences and dates on a separate sheet of paper, in a sealed envelope, marked confidential, for the attention of Human Resources.* |

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| **PART 7: DATA PROTECTION & DECLARATION** |
| As a charity we need to collect and hold data about you to enable us to process your 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. Additionally, it may be necessary for the information you have supplied to be shared with a third party organisation where required (e.g. security request, DBS checks, etc.). Noah’s Ark Children’s Hospice values and respects your privacy and the data we gather and hold will be managed in accordance with the Data Protection Act (1998). We will not disclose, or share, personal information supplied by you with any third party organisation without your consent.**Please read carefully the General Data Protection Regulations (GDPR) Consent Form for Job Applicants and Volunteers (*below*) before signing this recruitment form*** I understand and agree that data contained in this application form will be used for recruitment purposes and will be held on a computer database. I also agree to Noah’s Ark holding this form in paper format in a secure area.
* I agree that Noah’s Ark may apply for references. I also agree that should I be offered a volunteer role that, this may be subject to a satisfactory DBS disclosure.
* I confirm that I have read, understood and signed the General Data Protection Regulations (GDPR) Consent Form for Job Applicants and Volunteers (*below*).
* I confirm that the information I have given is correct and complete and that any false statements or omissions may disqualify me from appointment or, if appointed, could lead to terminating your role.
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| Signed: |  | Date: |  |
| Full Name |  |

If you are submitting this form electronically then you should note that, in the absence of this signature, the emailing of this form constitutes your personal certification that the details are correct.

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| **EQUAL OPPORTUNITY MONITORING FORM** |
| We are committed to equal opportunities in our recruitment process and, in order to evaluate this this, we need to collect monitoring data. This monitoring form is voluntary but the information we collect here is very useful to us as it helps us to make sure that we are an inclusive employer and to find out if our workforce is diverse. The information you supply on this form will be kept confidentially. The monitoring form is not sent to the recruiting panel and has no part in the shortlisting process. |

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| **PERSONAL DETAILS** |
| Age: | □ | 16-24 | □ | 25-34 | □ | 35-44 | □ | 45-54 | □ | 55-64 | □ | 65+ |
| Gender: | □ | Male | □ | Female | □ | Prefer not to say |
| Gender Identity:*(if appropriate)* | If you identify as transsexual, transgender (in that you have effected a permanent change of gender identity) or as intersex which group do you identify with? |
| □ | Transsexual | □ | Transgender | □ | Intersex |

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| **ETHNIC ORIGIN***Please tick one of the following:* |
| Asian or Asian British |  | Mixed |  |
| Bangladeshi | □ | Black & White Caribbean | □ |
| Indian | □ | Black & White African | □ |
| Pakistani | □ | Asian & White | □ |
| Any other Asian backgroundSpecify *(optional)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ | Any other Mixed backgroundSpecify *(optional)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ |
| Black or Black British |  | White |  |
| African | □ | British | □ |
| Caribbean | □ | English | □ |
| Any other Black backgroundSpecify *(optional)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ | Irish | □ |
| Scottish | □ |
|  | Welsh | □ |
| Any other White backgroundSpecify *(optional)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ |
| Chinese or Other Ethnic Group |  |  |  |
| Chinese |  | Prefer not to say | □ |
| Any other backgroundSpecify *(optional)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ |

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| **DISABILITY** |
| The Disability Equality Act 2010 determines that a person has a disability if:* they have a physical or mental impairment; and
* the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.

For the purposes of the Act, these words have the following meanings* 'substantial' means more than minor or trivial;
* 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions);
* 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping.
 |
| Do you consider yourself to have a disability according to the definitions above? | □ | Yes | □ | No | □ | Prefer not to say |
| *If yes, please describe the nature of your disability.* |
| *This information is provided for monitoring purposes only - if you need any reasonable adjustments you should arrange these separately.* |

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| **RELIGIOUS BELIEFS***Please tick one of the following:* |
| No Religion | □ | Christian | □ | Jewish | □ |
| Baha’i | □ | Hindu | □ | Muslim | □ |
| Buddhist | □ | Jain | □ | Sikh | □ |
| Any other religionSpecify *(optional)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ | Prefer not to say | □ |  |

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| **SEXUAL ORIENTATION***Please tick one of the following:* |
| Bisexual | □ | Gay Man / Homosexual | □ | Gay Woman / Lesbian | □ |
| Heterosexual / Straight | □ | Any other orientationSpecify *(optional)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ | Prefer not to say | □ |

**Thank you for taking the time to complete this form.**

Please send your completed form to **HR Team, Noah’s Ark Children’s Hospice, The Ark, Byng Road, Barnet EN5 4NP** or email **recruitment@noahsarkhospice.org.uk**

If you do not hear back from us within 2 weeks, please assume your application is not being processed.

If you are a disabled person and require adjustments to be made to the selection process, please contact us on 020 8449 8877 to discuss your requirements. Please let us know if you require the documentation in an alternative for

**General Data Protection Regulations (GDPR)**

**Consent Form for Job Applicants and Volunteers**

1. In May 2018 the law changed about how companies record, store and use individuals’ personal data. Currently the Data Protection Act covers how this is managed, but this new GDPR law means we have to change some of our working practices.
2. 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.
3. Additionally, it may be necessary for the information you have supplied to be shared with a third party organisation where required (e.g. security request, DBS checks, etc.).
4. 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.
5. 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** |
| 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/engagement.It will help us to decide which roles 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 **[Noah’s Ark Children’s Hospice]** 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 and agree that data contained in my application form will be used for volunteer recruitment purposes and will be held on a computer database. I also agree to Noah’s Ark holding this form in paper format in a secure area.
* 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 agree that Noah’s Ark may apply for references. I also agree that should I be offered a volunteer role that, this may be subject to a satisfactory DBS disclosure.
* I understand if I have any questions or concerns about my personal data, I can email mydata@noahsarkhospice.org.uk or telephone **020 8449 8877.**