

**Confidential – please type this form or complete it using black ink**

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| **Section 1 Job details** |
| Application for post of: DIRECT PAYMENTS OFFICER |
| Ref number:  | DPO | Closing date: 2/10/24; 5.00pm |
| **Section 2 Personal details** |
| Title (Mr, Miss, Mrs, Ms, other):       | Surname:       |
| Forename(s):       | Previous surname:       |
| Address:       |
| Postcode:       |
| Telephone numbers |
| Daytime:       | Evening:       |
| Mobile:       | Email address:       |
| **Section 3 Present or last employer**  |
| Name of organisation:       |
| Contact name:       | Telephone number:       |
| Address:       | Email address:       |
| Dates from:       | to:       | Grade:       |
| Position held:       | Salary:       |
| Main duties and responsibilities:       |
| Period of notice:       |
| If this is your last employer, please state why you left:      If this is your present employer, please state why you are applying for the post:       |
| **Section 4 Previous employment**  |
| Please provide details of **all** your previous employment, **accounting for any gaps**. You should use a separate box for each position held, starting with the most recent and work back. Continue on a separate sheet if needed. |
| Name of organisation:       |
| Contact name:       | Telephone number:       |
| Address:       | Email address:       |
| Dates from:       | to:       | Grade:       |
| Position held:       | Salary:       |
| Main duties and responsibilities:       |
| Period of notice:       |
| Reason for leaving:       |
| Name of organisation:       |
| Contact name:       | Telephone number:       |
| Address:       | Email address:       |
| Dates from:       | to:       | Grade:       |
| Position held:       | Salary:       |
| Main duties and responsibilities:       |
| Period of notice:       |
| Reason for leaving:       |
| Name of organisation:       |
| Contact name:       | Telephone number:       |
| Address:       | Email address:       |
| Dates from:       | to:       | Grade:       |
| Position held:       | Salary:       |
| Main duties and responsibilities:       |
| Period of notice:       |
| Reason for leaving:       |
| **Section 5 Membership of professional body** – if successful, we will ask you to provide evidence of membership**.** |
| Name of professional body | Level of membership | Specific responsibilities, for example, chairperson | Date of entry |
|       |       |       |       |
|       |       |       |       |
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| **Section 6 Qualifications and training** – if successful, we will ask you to provide evidence of qualifications achieved. |
| Please give details of all the qualifications and training you have achieved starting with the most recent. Continue on a separate sheet if needed. |
| **Qualification** | **Level, for example GCSE, NVQ, BSc** | **Date achieved or expected to achieve** |
|       |       |       |
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| **Section 7 Relevant skills, experience and knowledge** – please use this section to explain why you are applying for the job. **Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification setting out clearly how you match these skills**. This application form is designed to expand as you type. |
| **Important information****Section 7 will be used to shortlist suitable candidates for interview stage, not completing this section in full will automatically result in your application being rejected.** |
| **Personal Qualities** |
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| **Skills and Effectiveness**  |

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| **Knowledge** |

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| **Experience/Achievements**      |
| **Other requirements of the job**      |
| **Section 8 KDC Values** **Please explain which of our values would you prioritise in order to deliver this role effectively and why?**.  |
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| **Section 9 Criminal convictions** |
| Even though you are required to disclose any ‘unspent’ criminal convictions in line with the Rehabilitation of Offenders Act 1974, we will not necessarily exclude you from employment if you have a criminal record. We will treat the information you provide as strictly confidential and we will only take this into account when the conviction is relevant. |
| Do you have any unspent convictions? | Yes [ ]  | No [ ]  |
| If you have said ‘Yes’ above, please detail offence(s) including date(s) and sentence(s). Continue on a separate sheet if needed.      |
| You are required to give details of **all** criminal convictions even if they are ‘spent’ for certain jobs. If this applies to the post you are applying for, we will clearly indicate this in the supporting information and you must complete the questions below.  |
| Do you have any ‘spent’ convictions? | Yes [ ]  | No [ ]  |
| If you have said ‘Yes’ above, please detail offence(s) including date(s) and sentence(s). Continue on a separate sheet if needed.      |
| Do you have a current Disclosure and Barring Service check? Disclosure number:       | Yes [ ]  | No [ ]  |

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| **Section 10 Immigration, Asylum and Nationality Act 2006** |
| Are you subject to immigration control? Yes/NoDo you need a certificate of sponsorship to work in the UK? Yes/No |            |
| **Section 11 Referees** |
| Please supply the names and addresses of two peoplewho are **not related to you** who we can contact for a reference. One must be your current or most recent employer. If you do not have any previous employment experience, a reference related to relevant voluntary and community work or if appropriate your headteacher/lecturer/tutor will be acceptable. Please tick the box if you wish us to contact your referees **before** an offer is made. [ ]  |
| First referee’s details | Second referee’s details |
| Name       | Name       |
| Job title       | Job title       |
| Organisation       | Organisation       |
| Address       | Address       |
| Telephone number       | Telephone number       |
| Email address       | Email address       |
| Reference type | Reference type |
| Employer | [ ]  | Employer | [ ]  |
| Education | [ ]  | Education | [ ]  |
| Character | [ ]  | Character | [ ]  |
| You must obtain consent from the persons listed that they are willing to stand as a referee for you. I confirm I have contacted the above and they have agreed to supply a reference in respect of this application. [ ]  |
| **Section 12 Administration** |
| Where did you see the post advertised?       |
| If you are related to or in a relationship with any staff/trustee/client of KDC, please give details here.       |
| If the job you are applying for requires you to travel, please answer the following two questions. |
| 1. Please state what type of driving licence you hold and provide details of any endorsements or penalty points. |
| Provisional [ ]  | Full [ ]  | Eligible to drive a minibus (category D1) [ ]  | Other [ ]  | None [ ]  |
| Details of endorsements or penalty points.       |
| 2. Do you have regular access to a car? [ ]  Yes [ ]  No | If you do not have regular access to a car, can you provide alternative mobility?[ ]  Yes [ ]  No | Do you have Business Use for car insurance?[ ]  Yes [ ] NoIf no are you willing to obtain it?[ ]  Yes [ ] No |
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| **Data Protection Act 2018** – we will hold information on this form on manual and electronic records. We will keep the information confidential and only use it for payroll and personnel administration purposes. If your application is unsuccessful, we will hold the data for six months and then destroy it. Please read the separate DPA consent form and sign the declaration, to be returned with this application form. |
| **Entitlement to work in the UK** - to comply with the Immigration, Asylum and Nationality Act 2006, all potential employees will be required to supply evidence of eligibility to work in the United Kingdom (UK).  |
| **Interview date:** Are you able to attend the interview date as stipulated in the advert for this post? **Yes** **[ ]  No** **[ ]** **What dates are you unavailable?**  |
| **Declaration** - I confirm that the information I have provided on this form is accurate and true. I understand that the canvassing of any employee of KDC or giving false information will make my application unacceptable and, if appointed, may lead to my dismissal. |
| Name       | Date       |

**If you return this form by email typing your name in the declaration will be sufficient, and we will process your application accordingly.**

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| **Section 13 Equality, Diversity and Inclusion monitoring** – We will keep this information separate from your application form and those responsible for short listing or interviewing applicants will not see it. |
| We believe that the decision to appoint should be based upon the requirements of the job and whether an individual’s skills, experience, qualifications and abilities make them the most suitable candidate. We do not believe that an applicant’s ethnic origin, colour, religion, sex, disability, age, marital status, political or sexual orientation should have any effect upon their suitability. Please fill in the following section to help us examine our efforts in promoting fairness of employment opportunity for everyone. This data will be kept for the duration of this round of applications and will be anonymised and stored for 4 years afterwards |
| Surname       | Forename(s)       |
| Ref number       | Post applied for       |
| Grade       (if applicable) | Hours       |
| Salary       | Date of birth       |
| **Gender** – please tick | Male [ ]  | Female [ ]  |
| Other please state: |       |
| Prefer not to say |[ ]
| Marital staus |       | Prefer not to say [ ]  |
| **Disability** – we ask these questions in accordance with the Equality Act 2010. The information you provide will help us to help you through the application and interview process. If you wish to apply under the Guaranteed Interview Scheme please indicate below. If you select yes, then you will be shortlisted for an interview if you meet the essential job criteria. |
| Are you applying under the guaranteed interview scheme? | Yes [ ]  | No [ ]  |  |
| Do you consider yourself to have a disability? Please tick | Yes [ ]  | No [ ]  | Prefer not to say [ ]  |
| Would the provision of any aids or adaptations assist you in carrying out the duties of this post? Please give details*.*      |
| Is there anything we need to know about your disability in order that you can have a fair interview? For example do you need a sign language interpreter, an accessible interview room? Please provide details.      |
| **Ethnic monitoring** - the following groups are recommended by the Equalities and Human Rights Commission and take into account those used in the National Census.  |
| **White** |
| A1 English, Welsh, Scottish, Northern Irish, British | [ ]  |
| A2 Irish | [ ]  |
| A3 Gypsy or Irish traveller | [ ]  |
| A4 Any other white background. Please provide details. | [ ]        |
| **Mixed or mixed British** |
| B1 White and black Caribbean | [ ]  |
| B2 White and black African | [ ]  |
| B3 White and Asian | [ ]  |
| B4 Any other mixed or multiple ethnic background. Please provide details. | [ ]        |
| **Asian or Asian British** |
| C1 Indian | [ ]  |
| C2 Pakistani | [ ]  |
| C3 Bangladeshi | [ ]  |
| C4 Chinese | [ ]  |
| C5 Any other Asian background. Please give details. | [ ]        |
| **Black, African, Caribbean or black British** |
| D1 African | [ ]  |
| D2 Caribbean | [ ]  |
| D3 Any other black African or black Caribbean background. Please give details. | [ ]        |
| **Other ethnic group** |
| E1 Arab | [ ]  |
| E2 Any other ethnic group. Please give details. | [ ]        |
| Prefer not to say | [ ]  |
| **Religious belief** – how would you describe your religion or belief? Please tick or provide details where appropriate. |
| Buddhist | [ ]  | Muslim | [ ]  |
| Christian | [ ]  | Sikh | [ ]  |
| Hindu | [ ]  | No religion | [ ]  |
| Jewish | [ ]  | Prefer not to say | [ ]  |
| Other belief. Please give details. | [ ]        |
| **Country of birth** |
|        |

**Job Applicant Privacy Notice (compliant with GDPR) and consent to process data form**

As part of any recruitment process, KDC collects and processes personal data relating to job applicants. KDC is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information do we collect?**

KDC collects a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK.

KDC may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why does KDC process personal data?**

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

KDC has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

KDC may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability.

KDC process such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, KDC may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT support if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

**How does KDC protect data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does KDC keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, 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 Peronnel file (electronic and paper based) and retained during your employment.

**Your rights**

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

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

If you would like to exercise any of these rights, please contact Johanne Ross at Johanne.ross@kdc.org.uk

If you believe that the organisation has not complied with your data protection rights, you can complain to the

Information Commissioner, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to KDC during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

**Agreement to use my data**

I hereby freely give my prospective employer **KNOWSLEY DISABILITY CONCERN (KDC)** consent to use and process my personal data relating to my job application.

**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 I can contact KDC directly if I have any questions or concerns. The e-mail address is Johanne.ross@kdc.org.uk / the telephone number is 0151 480 4090.
* I understand that if I am dissatisfied with how KDC 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:

**Please ensure you have signed all the relevant parts of this form in order that we may progress with your application.**

**For shortlisting purposes all personal data will be anonomysed and all information from Section 9 onwards will be removed.**

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| You may submit your application form, Data Protection Act Consent and equal opportunities monitoring form by Email to **recruitment@kdc.org.uk**or by post addressed to **KDC Recruitment, 263a Tarbock Road, Huyton, L36 0SD**  |