

Employment Application Form

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.



<p>POSITION APPLIED FOR</p> <p>This page of the application form will be detached from your application before shortlisting.</p>

PERSONAL DETAILS			
Title: Surname:		Forename(s):	
Address:		Home:	
		Mobile:	
		Email:	
Postcode:		Preferred contact:	

ARE YOU AND EEA NATIONAL?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Persons born outside the UK will be required to show their passport to meet current compliance & immigration legislation.			

REFEREES			
Please give the name, position and address of two people who may be approached as referees in support of your application (one should be your present or more recent employer).			
Full Name:		Full Name:	
Relationship to you:		Relationship to you:	
Address:		Address:	
Tel:		Tel:	
Email:		Email:	

DRIVING LICENSE For some positions the requirement to drive is essential or desirable (see person specification)				
Do you hold a full driving license?	Yes		No	
Endorsement?	Yes		No	
If yes to the above, please give further details including dates:				

REHABILITATION OF OFFENDERS				
<p>This page of the application form will be detached from your application before shortlisting. It will be stored securely and only reviewed for successful applicants. We guarantee that this information will only be seen by those who need to as part of the recruitment process. If you are not shortlisted for the interview the information will be destroyed.</p> <p>Landmarks College has a duty to ensure that our learners are protected from abuse. Landmarks is therefore exempt from the Rehabilitation of Offenders Act 1974. We therefore ask all those in posts involving provision of services to our learners to complete an enhanced Disclosure and Barring Service (DBS) application before commencing working with us. It is therefore very important that you declare to us all criminal convictions whether spent or unspent that you have received. This should include details of all cautions, reprimands or final warnings.</p> <p>The information that we gather as part of this process will only be used for the purpose of minimizing risk in the recruitment and selection of workers and for no other reasons. The disclosure of a criminal record will not automatically prevent you from being appointed unless Landmarks College considers that the record renders you unsuitable for appointment.</p>				
Have you ever been convicted of a criminal offence, received a formal caution, been bound over or received a conditional discharge?	Yes		No	
Do you have any police investigations or charges pending?	Yes		No	
If you have answered 'yes' to either of the two questions above, please give full details here:				

Would you be willing to undergo a Disclosure and Barring Service (DBS) Check?	Yes		No	
Are you a member of the DBS online service?	Yes		No	
If 'yes' to the above, do you authorise Landmarks College to access your details?	Yes		No	

CONSENT	
<p>By ticking the box below, I confirm I agree to Landmarks processing and using my personal data with respect to criminal convictions for the purposes specified on this form. I can confirm that the recruitment of ex-offenders policy has been explained via this application form.</p> <p>I understand that I am able to withdraw my consent at any time by contacting the HR department at emilylang@landmarks.ac.uk. I understand that you may not be able to stop immediately procession my personal data if you have already scheduled to process it automatically and that by withdrawing my consent my job application my job application may not be able to be processed.</p> <div style="text-align: right; margin-right: 100px;"> <input type="checkbox"/> </div> <p>Signed: Date:</p> <p>.....</p> <p>Print Name:</p>	

EQUAL OPPERTUNITIES MONITORING

This page of the application form will be detached from your application before shortlisting. The information supplied will be dealt with in the strictest confidence and will be used only for the purpose of monitoring as detailed below.

All questions are OPTIONAL. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence.

This information is being gathered to achieve constant improvements in our Equal Opportunities Policy, to make sure our job adverts are reaching all sections of the community and to monitor that the organization is representative of the population of the UK and the community in which we sit.

In line with the General Data Protection Regulations (GDPR) and Landmarks GDPR Policy, the data in this form will be used for monitoring or general equity compliance audit purposes only, and will not be looked at until after the appointment process has ended. It will not be taken into account in assessing your application form. The data will be treated in the strictest confidence, and will be used only for general statistical analysis, and to comply with any specific equality duty Landmarks College may have to report on.

Gender	
Gender Reassignment	Do you present full or part time in a gender role that differs from the gender assigned to you at birth?
Disability	<p>The Equality Act 2010 defines disability as a 'physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'.</p> <p>Do you consider yourself to have a disability?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Please detail any reasonable work adjustments you may require:</p>
Religion	What is your religion or belief?
Year of birth	
Ethnic Origin	
Sexual Orientation	
Status	

Are you pregnant or currently on maternity leave?	
CONSENT	
<p>By ticking the box below I confirm I agree to Landmarks College using my personal data for the purposes specified on this equal opportunities monitoring form. I have read and understood the recruitment privacy notice found has been provided as part of this application process.</p> <p>I understand that I am able to withdraw my consent at any time by contacting the HR Department at emilylang@landmarks.ac.uk. I understand that you might not be able to stop this process immediately or automatically. <input data-bbox="1268 622 1329 689" type="checkbox"/></p> <p>Signed: Date:</p> <p>Print Name:</p>	

EDUCATION & QUALIFICATIONS

(Most recent first, including your current course)			
From/To	Name of Institution	Course(s) Studies	Dates of Completion
Membership of professional institutions and other training/knowledge relevant to this post:			

EMPLOYMENT HISTORY (PAID OR UNPAID)	
Present or most recent employer:	
Address:	
Job Title:	From: To:
Brief description of responsibilities:	
Reason for leaving/wishing to leave:	
Notice required:	

Name of employer & address	Position held	Employment dates & reason for leaving

WHY DO YOU WANT TO WORK FOR US?

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WHY DO YOU THINK YOU ARE RIGHT FOR THE POSITION?

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PERSONAL STATEMENT

Any other information that you would like to tell us, please use the job description to help inform your statement.

RELATIONSHIPS Are you related to or acquainted with any of the trustees, staff or students at Landmarks? If so, please give details:

GDPR STATEMENT
<p>The information that you provide on this form will be used to process your application for employment. The information will be used solely for the purpose of assessing your application.</p> <p>You have the right to data portability, request access to, rectification or erasure of your data collected as part of this process.</p> <p>If you succeed in your application for employment, the information will be used in the administration of your employment with us and we will be entitled to process it for this purpose.</p> <p>We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties' information to prevent or detect crime, to protect public funds, or in other ways permitted by law.</p>

DECLARATION

I declare that to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false or misleading statement or significant omission may disqualify me from employment and render me liable for dismissal. If I am not successful, I understand that my application will be retained for 6 months in the event of a new Landmarks opportunity after which time it will be confidentially destroyed.

I have read and understood the recruitment privacy not which has been provided to me with this application form.

Tick the box to acknowledge your understanding of, and agreement with, the GDPR statement and declaration above.

Signed: Date:
.....

Print Name:

PLEASE RETURN COMPLETED APPLICATIONS TO:

CATHERINE SHELTON (HR OFFICER)
LANDMARKS COLLEGE
LITTLEMOOR HOUSE
ECKINGTON
SHEFFIELD
S21 4EF

OR VIA EMAIL: catherineshelton@landmarks.ac.uk

Private and confidential

RE: Data protection privacy notices – recruitment

Enclosed is a data protection privacy notice. Please read the notice carefully and keep it in a safe place as it contains important information about:

- who collects personal information about you;
- which information we collect and how and why we do so;
- how we use the information and who we may share it with;
- where we may hold your personal information;
- how long we keep your information;
- your rights to correct and access your information and to ask for it to be erased;
- details of where you can find further information about some of the matters listed above; and
- how to complain if we get things wrong and cannot resolve them for you.

We are sending you this new notice to make sure we comply with new legislation governing data protection, known as the General Data Protection Regulation or 'GDPR'.

Please contact Emily Lang - HR Manager, who will be pleased to help with any queries you might have.

DATA PROTECTION PRIVACY NOTICE - RECRUITMENT

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

1. Who Collects the Information?

Landmarks College ('Company') is a 'data controller' and gathers and uses certain information about you.

2. Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our GDPR Data Protection Policy.

3. What Information

We may collect the following information up to and including the shortlisting stage of the recruitment process:

- Your name and contact details (i.e. address, home and mobile phone numbers, email address);
- Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- Information regarding your criminal record;
- Details of your referees.

We may collect the following information after the shortlisting stage, and before making a final decision to recruit:

- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers *;
- Information regarding your academic and professional qualifications *;

- Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) *;
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information *;
- A copy of your driving licence *.

You are required to provide the categories of information marked ‘*’ above to us to enable us to verify your right to work and suitability for the position.

4. How We Collect the Information

We may collect this information from you, your referees (details of whom you will have provided), your education provider, the relevant professional body, the Disclosure and Barring Service (DBS) and the Home Office.

5. Why We Collect the Information and How We Use It

We will typically collect and use this information for the following purposes (other purposes that may also apply are explained in our GDPR Data Protection Policy):

- to take steps to enter into a contract;
- for compliance with a legal obligation (e.g. our obligation to check that you are eligible to work in the United Kingdom);
- for the performance of a task carried out in the public interest; and
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

6. How We May Share the Information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised, but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

7. Sensitive Personal Information

Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our Criminal Records Information Policy.

8. Where Information May Be Held

Information may be held at our offices, and third-party agencies, service providers, representatives and agents as described above.

9. How Long We Keep Your Information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful, and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, considering the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment.

10.

11. Your Rights to Correct and Access Your Information And To Ask For It To Be Erased

Please contact our HR Officer, who can be contacted by email at emilylang@landmarks.ac.uk if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. The HR Officer will provide you with further information about the right to be forgotten, if you ask for it.

12. Keeping Your Personal Information Secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

13. How to Complain

We hope that our HR Officer can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.