

**Please complete and submit this “Application Form” electronically**

**FORM 1**

**PART A: PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Position applied for:** | Communications Lead |

|  |  |  |  |
| --- | --- | --- | --- |
| Family name (block capitals): |  | Title: |  |
| Preferred name: |  |
| Job Reference Number: |  |
| Names in full (block capitals): |  |
| Address: |  |
| Phone (that we can use to contact you): |  |
| Email:  |  |
| Are you eligible for work in the UK? |  |

**PART B: EDUCATION & TRAINING**

Based on the job description, list education, training, any relevant professional qualifications and membership of professional organisations. Please give dates.

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| --- |
|  |

**PART C: EMPLOYMENT HISTORY**

Starting with your current/most recent appointment, indicate what you have done in the last 10 years. Please include the contact name and full address of previous employers.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Start and leave date | Post held and brief description of responsibilities | Reason for leaving |
|  |  |  |  |

**PART D: INFORMATION IN SUPPORT OF YOUR APPLICATION**

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| --- |
| Looking at the person specification, give examples of how you meet the criteria. Examples can be taken from work, volunteering, community, extra-curricular activities etc. Please tell us why you think you would be suitable for this post. **A maximum length of 3 sides of A4.**  |

**PART E: REFEREES**

Please give details of two referees. The first must be from your line-manager/senior report within your current or most recent employer. If you have not been employed previously, please provide an academic and character reference.

**Current/most recent employer/academic (please indicate)**

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Phone: |  |
| Email: |  |
| Address: |  |

|  |  |
| --- | --- |
| May we contact your current /most recent employer now? |  YES/NO |
| What is the period of notice you require in your current job? |  |

**Previous employer/another manager/academic (please indicate)**

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Phone: |  |
| Email: |  |
| Address: |  |

To the best of my knowledge and belief, the information supplied by me in each section of this form is correct. I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 2018, involved in the consideration of this application.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

**STRICTLY CONFIDENTIAL**

**PART F: ADDITIONAL INFORMATION**

**Disclosure of conviction(s)**

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence that is not spent? If yes, please give details of date(s), offence(s) and sentence(s) passed.

|  |
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|  |

**Additional information**

Is there any other information relevant to your application which you would like to share with us?

FORM 2: EQUAL OPPORTUNITIES MONITORING FORM

Please complete this form electronically

The Trust is committed to equal opportunities within the workplace and our recruitment processes. In order to monitor how well we are doing with this, we need to collect data on equality markers. This monitoring form is voluntary but the information we collect is useful, as it helps us to ensure that we are an inclusive employer and to determine the diversity of our workforce. The information you supply on this form will be kept confidentially. The monitoring form is not shared with the recruiting panel and has no part in the shortlisting process.

**How did you find out about this post?**

[ ]  Our website

[ ]  Online publication/job-board (please state):

[ ]  Printed publication (please state):

[ ]  Agency (please state):

[ ]  Social media (please state):

[ ]  Other (please state):

**Your ethnic origin**

These categories are as recommended by the Office for National Statistics (2019).

|  |  |
| --- | --- |
| **Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh** [ ]  Bangladeshi [ ]  Chinese[ ]  Indian [ ]  Pakistani [ ]  Other Asian background (specify if you wish):       | **White** [ ]  British/English/Scottish/Welsh/Northern Irish [ ]  Irish [ ]  Gypsy or Irish Traveller[ ]  Other White background (specify if you wish):        |
| **Black, Black British, Black English, Black Scottish, or Black Welsh**[ ]  African [ ]  Caribbean [ ] Other Black background (specify if you wish):       | **Mixed** [ ]  White and Asian [ ]  White and Black African [ ]  White and Black Caribbean [ ]  Other mixed background (specify if you wish):        |
| **Other ethnic group**[ ]  Arab[ ]  Other ethnic group (specify if you wish):       | **Prefer not to say** [ ]  |

**Your gender**

[ ]  Male [ ]  Female [ ]  Prefer not to say

Have you ever identified as transgender?

[ ] Yes [ ] No [ ] Prefer not to say

Your age

[ ]  16 - 24 [ ]  25 - 34 [ ]  35 - 44 [ ]  45 - 54 [ ]  55 - 64 [ ]  65+

[ ]  Prefer not to say

**Your sexual orientation**

[ ]  Bisexual

[ ]  Gay man

[ ]  Gay woman/lesbian

[ ]  Heterosexual/straight

[ ]  Other (specify if you wish):

[ ]  Prefer not to say

**Marriage and civil partnership**

[ ]  Single

[ ]  Married/in a registered same-sex civil partnership

[ ]  Separated, but still legally married/in a registered same-sex civil partnership

[ ]  Divorced/formerly in a same-sex civil partnership which is now legally dissolved

[ ]  Widowed/Surviving partner from a same-sex civil partnership

[ ]  Prefer not to say

Your religion or belief

|  |  |
| --- | --- |
| [ ]  No religion [ ]  Buddhist [ ]  Christian (including Church of England, Catholic, Protestant and all other Christian denominations) [ ]  Hindu  | [ ]  Jewish [ ]  Muslim [ ]  Sikh [ ]  Other (specify if you wish):      [ ]  Prefer not to say |

Disability

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long-term adverse affect on their ability to carry out normal day-to-day activities. Do you consider yourself to be disabled?

[ ]  Yes.

Please specify:

[ ]  No [ ]  Prefer not to say

Please return this form along with your application and personal details form to: ytmevents@abyyt.com

PRIVACY NOTICE – APPLICANTS

Here at the Youth Trust, we take your privacy seriously. We are committed to using the information you give us responsibly and being open about it with you. As a responsible recruiter and employer, we must collect certain personal information about you, which means information that could identify you. This policy sets out how we collect, use and store that information. It will change from time to time, so do check back every now and then. This version was updated on 21 October 2021.

1. WHO WE ARE

We are committed to protecting your data and using it in a fair, transparent and lawful way.

We are a “data controller” for the purposes of the Data Protection Act 1998 and, from 25 May 2018, the EU General Data Protection Regulation 2016/679. This means that we are responsible for looking after your personal information.

Our Data Protection Manager is responsible for answering any questions you may have and dealing with any issues that arise. ABYYT’s Data Protection Manager is David Lapish. If you would like any further information, you can contact him as follows:

* in writing at Bishopthorpe Palace, Bishopthorpe, York, YO23 2GE;
* calling on 01904 231013; and
* emailing at *privacy@abyyt.com*.
1. HOW WE COLLECT INFORMATION ABOUT YOU

All information collected about potential employees is for the purpose of enabling the Youth Trust to fulfil its obligations as an employer and to support applicants in the recruitment process.

We collect information in the following ways:

***When you apply***

To recruit employees effectively and fairly, we ask candidates to fill out an application form and an Equal Opportunities Monitoring Form.

1. WHAT INFORMATION DO WE COLLECT AND WHY? HOW DO WE USE IT?

**Personal Information**

The application form will include your name, contact details, details of your current and previous employers, and details of your preferred referees, as possibly some Sensitive Personal Information detailed below. This may also include previous employment history, references from third parties and other such information as we consider relevant to recruitment.

We store this information on our server and in software programs that allows us to manage and administer the application process.

**Sensitive Personal Information**

Sensitive personal information includes information about political and religious beliefs, sexual orientation, ethnicity, and health. There are stricter rules governing how we treat any sensitive personal data we have.

In addition, to the information set out above, our application form requests information relating to any criminal convictions. As above, this information is stored on our server.

In order to ensure that our recruitment process is fair and balanced, you are also invited to complete an Equal Opportunities Monitoring Form (see below).

1. LEGAL BASES FOR USING YOUR INFORMATION

It is in our legitimate interests as a responsible charity and employer to recruit the most qualified people and we are unable to proceed with any application without the basic data required on the application form.

The Equal Opportunities Monitoring Form is not compulsory, however. Although it does help us to ensure our processes are fair, you should not complete it if you feel uncomfortable doing so. There are no negative consequences, either during the recruitment process or, if your application is successful, during your employment with us if you choose not to complete it. If you do choose to complete it, however, you will have consented to provide us with that information. You may withdraw that consent at any time.

Information on successful applicants, including the Application Form and Equal Opportunities Monitoring Form, will be transferred to an HR file and stored in accordance with our Employees’ Privacy Policy.

Information on unsuccessful applicants will be destroyed six months after the position for which they applied is filled.

1. SHARING YOUR INFORMATION

Personal information collected about you will be shared with the providers of the software packages that we use to manage and administer the Youth Trust and its employees.

Our contracts with these providers include the relevant data protection provisions to ensure they have adequate controls in place for the safe storage and management of your data.

We may also share information, including your contact information, with The Archbishop of York’s Office to enable them to assist in the recruitment process, if required. We will never sell or share any information held about you to anybody else for marketing purpose.

We will never use your information for any other purposes unless required to do so by law.

1. SECURITY

We use a reputable third-party supplier to provide us with Information Technology services. To prevent unauthorised access, data held on our computers is password protected and is also protected by a firewall and anti-virus software. Digital information is backed up to our provider’s UK-based data centre which conforms to the ISO 27001 standard.

Data on our server is encrypted. It is our policy that data on laptop computers will also be encrypted. Encryption of desktop computers is under review but no personal data on employees, schools or donors should be saved on local hard drives which are not encrypted.

All sensitive paper-based records are kept under lock and key in the Youth Trust offices.

1. INTERNATIONAL TRANSFERS

Some of our software packages are provided by large, international corporations such as Google and Microsoft. Your personal data may be transferred outside the EEA to countries where GDPR does not have legal standing.

Where your data is transferred to a country outside the EEA, we will take steps to ensure that your personal information is adequately protected in accordance with the requirements of data protection law.

1. WHAT CAN YOU DO?

Your personal information belongs to you and remains in your control. The legislation sets out your rights, which are explained briefly below.

**The right to be informed**

We must tell you how we collect and use your data. That is what this Privacy Notice is for.

**The right of access**

You may request, either verbally or in writing, a copy of your personal data that we have collected and information on how we are processing it. We must respond to such a request usually within 30 days and cannot charge a fee for this in most circumstances.

**The right to erasure**

This is commonly referred to as “the right to be forgotten” and applies in certain circumstances, for example, if we no longer need your data, you revoke your consent or our legitimate interests are outweighed by your right to privacy.

Again, you may make such a request either verbally or in writing and we have 30 days in which to respond.

**The right to rectification**

You may request that we correct and/or complete any information that we have that you believe to be inaccurate or incomplete. Again, such a request may be made verbally or in writing and we have 30 days in which to respond.

**The right to restrict processing**

You may, in certain circumstances, restrict how we process your data. This could be when we are reviewing the accuracy of the information held, we are balancing our legitimate interests with your right to privacy, there is a suggestion that our processing has been unlawful. In these circumstances, we would only store your data and not use it, until the situation is resolved.

Again, your request may be verbal or in writing and we have 30 days in which to respond.

**The right to data portability**

This allows you to obtain and reuse the personal information you have given us; easily using, copying and moving it from one location to another. We can provide you with your information or pass it to another data controller as you wish. We have 30 days in to respond to such a request.

**The right to object**

You may object to our use of your personal data in certain circumstances. Where we are relying on our legitimate interests to process your data, we would weigh our interests against your objection. You have an absolute right to stop your data being used for marketing purposes.

Again, your request may be verbal or in writing and we have 30 days in which to respond.

**Rights relating to automated decision making and profiling**

This applies when decisions regarding processing are made solely by machines with no human involvement. We will not be processing any information in this way.

**As stated, all requests should be made either verbally or in writing to the email address** **privacy@abyyt.com****or to your line manager.**