Application form

Personal information (confidential)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Return this form to: Elaine Anderson, Administrator, Braeburn Home, 35 Inverleith Terrace, Edinburgh, EH3 5NU  Email address: office@braeburnhome.co.uk | | | | | | | | |
| Position applied for: | | | | | | | | |
| **Personal details** | | | | | | | | |
| Title: |  | | | | | | | |
| Name: |  | | | | | | | |
| Address: | | | | | | | | |
| Email: |  | | | | | | | |
| Telephone (landline): |  | | | | | | | |
| Telephone (mobile): |  | | | | | | | |
|  | | | | | | | | |
| Do you hold a current driving licence? | | | | Yes | |  | No |  |
| Do you have a current right to work in the UK? | | | | Yes | |  | No |  |
| If no, please provide details. | | | | | | | | |
| **Education** | | | | | | | | |
| Please provide your education history here: | | | | | | | | |
| Schools/Colleges/University Qualification gained  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **Employment history** | | | | | | | | |
| Name and address of employer(s) | | Job title and main duties | | | Date of departure and reason for leaving | | | |
|  | |  | | |  | | | |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: | | | | | | | | |
|  | | | | | | | | |
| **References** | | | | | | | | |
| Please note here the names, Organisation name (where applicable) and addresses of two persons from whom we may obtain both work and character references.  We reserve the right before appointment to contact any previous employer. We may make contact by telephone with any of your referees. In any event, we will not make appointment until satisfactory references have been received. References will normally be taken up when short-listed, unless you specifically request otherwise. | | | | | | | | |
| 1. This must be your current or last employer.  Name:  Address:  Telephone:  Email: | | | 2. This person must not be from the same organisation as the first referee.  Name:  Address:  Telephone:  Email:  Capacity in which referee knows you: | | | | | |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: | | | | | | | | |
| **Personal development:** | | | | | | | | |
| Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable: | | | | | | | | |
|  | | | | | | | | |
| **Data protection statement:** | | | | | | | | |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Organisation will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legitimate interest to process the information provided by you in this form.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For more information on how we use the information you have provided, please see our privacy notice for job applicants which is attached to this form. | | | | | | | | |
| **PVG Scheme Membership:** | | | | | | | | |
| This post is exempted employment within the terms of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended).  All posts which involve regular contact with vulnerable adults or children are subject to staff becoming members of the Protecting Vulnerable Groups (PVG) Scheme.  If shortlisted for the position we will undertake the appropriate checks via Disclosure Scotland.  Any information will be completely confidential and will be considered only in relation to this application.  If you have PVG Scheme Membership, any changes to, or the advent of situations, which affect your Scheme Record status must be made known to the Organisation immediately. You must inform the organisation of any charges or convictions, or if you are charged or convicted of an offence after you take up any relevant post with the Organisation, including if it is out with the Organisation, e.g. an investigation in another Organisation for another offense. Any charges or convictions that affect your suitability for the post may lead to immediate suspension of work and may lead to dismissal.  **Failure to disclose important information may disqualify you from appointment or lead to summary dismissal if selected for the position**.  Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required).  Full details of any Yes declaration will only be required from candidates called for interview. | | | | | | | | |
| **Declaration:** | | | | | | | | |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Organisation being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, PVG Membership Scheme, probationary period and any medical report required (in line with the operation of the Equality Act 2010).  I confirm that I do not have any disciplinary action outstanding that I have not informed Braeburn Home about.  I have disclosed whether any information will show on my PVG check.  I will disclose whether any referral has been made to my governing body i.e. NMC or SSSC in relation to my conduct or my practice. (as appropriate)  I have been made aware that I must be registered or in the process of being registered with the SSSC within 6 weeks of starting if not already registered. (as appropriate) | | | | | | | | |  | Date: |
| **Signed:** | | | | | | | | |
|  | | | | | | | | |
| You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number. | | | | | | | | |

GDPR PRIVACY NOTICE for JOB APPLICANTS

***Introduction***

As part of any recruitment process, the Organisation collects and processes personal information, or personal data, relating to job applicants. This personal information may be held by the Organisation on paper or in electronic format.

The Organisation is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018. The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information during the recruitment process. We are required under the GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to all job applicants, whether they apply for a role directly or indirectly through an employment agency. It is non-contractual.

The Organisation has appointed a data protection officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or about how we handle your personal information, please contact the Organisation.

***Data protection principles***

Under the GDPR, there are six data protection principles that the Organisation must comply with. These provide that the personal information we hold about you must be:

1. Processed lawfully, fairly and in a transparent manner.
2. Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to those purposes.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits your identification for no longer than is necessary for those purposes.
6. Processed in a way that ensures appropriate security of the data.

The Organisation is responsible for, and must be able to demonstrate compliance with, these principles. This is called accountability.

***What types of personal information do we collect about you?***

Personal information is any information about an individual from which that person can be directly or indirectly identified. It doesn’t include anonymised data, i.e. where all identifying particulars have been removed. There are also “special categories” of personal information, and personal information on criminal convictions and offences, which requires a higher level of protection because it is of a more sensitive nature. The special categories of personal information comprise information about an individual’s racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic and biometric data.

The Organisation collects, uses and processes a range of personal information about you during the recruitment process. This includes (as applicable):

* your contact details, including your name, address, telephone number and personal e-mail address
* personal information included in a CV, any application form, cover letter or interview notes
* references
* information about your right to work in the UK and copies of proof of right to work documentation
* copies of qualification certificates
* copy of driving licence
* other background check documentation
* details of your skills, qualifications, experience and work history with previous employers
* information about your current salary level, including benefits and pension entitlements
* your professional memberships

The Organisation may also collect, use and process the following special categories of your personal information during the recruitment process (as applicable):

* whether or not you have a disability for which the Organisation needs to make reasonable adjustments during the recruitment process
* information about criminal convictions and offences.\*

***How do we collect your personal information?***

The Organisation collects personal information about you during the recruitment process either directly from you or sometimes from a third party such as an employment agency. We may also collect personal information from other external third parties, such as references from current and former employers, information from background check providers, information from credit reference agencies and criminal record checks from Disclosure Scotland. Other than employment agencies, the Organisation will only seek personal information from third parties during the recruitment process once an offer of employment or engagement has been made to you and we will inform you that we are doing so.

You are under no statutory or contractual obligation to provide personal information to the Organisation during the recruitment process.

Your personal information may be stored in different places, including on your application record, in the Organisation’s HR management system and in other IT systems, such as the e-mail system.

***Why and how do we use your personal information?***

We will only use your personal information when the law allows us to. These are known as the legal bases for processing. We will use your personal information in one or more of the following circumstances:

* where we need to do so to take steps at your request prior to entering into a contract with you, or to enter into a contract with you *(1)*
* where we need to comply with a legal obligation *(2)*
* where it is necessary for our legitimate interests (or those of a third party), and your interests or your fundamental rights and freedoms do not override our interests *(3)*.

We need all the types of personal information listed under *“What types of personal information do we collect about you?”* primarily to enable us to take steps at your request to enter into a contract with you, or to enter into a contract with you *(1)*, and to enable us to comply with our legal obligations *(2)*. In some cases, we may also use your personal information where it is necessary to pursue our legitimate interests (or those of a third party), provided that your interests or your fundamental rights and freedoms do not override our interests *(3)*. Our legitimate interests include: pursuing our business by employing employees, workers and contractors; managing the recruitment process; conducting due diligence on prospective staff and performing effective internal administration. We have indicated, by using *(1), (2)* or *(3)* next to each type of personal information listed above, what lawful basis we are relying on to process that particular type of personal information.

The purposes for which we are processing, or will process, your personal information are to:

* manage the recruitment process and assess your suitability for employment or engagement
* decide to whom to offer a job
* comply with statutory and/or regulatory requirements and obligations, e.g. checking your right to work in the UK
* comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations
* ensure compliance with your statutory rights
* ensure effective HR, personnel management and business administration
* monitor equal opportunities
* enable us to establish, exercise or defend possible legal claims

Please note that we may process your personal information without your consent, in compliance with these rules, where this is required or permitted by law.

***What if you fail to provide personal information?***

If you fail to provide certain personal information when requested, we may not be able to process your job application properly or at all, we may not be able to enter into a contract with you, or we may be prevented from complying with our legal obligations. You may also be unable to exercise your statutory rights.

***Why and how do we use your sensitive personal information?***

We will only collect and use your sensitive personal information, which includes special categories of personal information and information about criminal convictions and offences, when the law additionally allows us to.

Some special categories of personal information, i.e. information about your health, and information about criminal convictions and offences, is also processed so that we can perform or exercise our obligations or rights under employment law and in line with our data protection policy.

We may also process information about your health and information about any criminal convictions and offences where we have your explicit written consent. In this case, we will first provide you with full details of the personal information we would like and the reason we need it, so that you can properly consider whether you wish to consent or not. It is entirely your choice whether to consent. Your consent can be withdrawn at any time.

The purposes for which we are processing, or will process, health information and information about any criminal convictions and offences, are to:

* assess your suitability for employment or engagement
* comply with statutory and/or regulatory requirements and obligations, e.g. carrying out criminal record checks
* comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations
* ensure compliance with your statutory rights
* ascertain your fitness to work
* ensure effective HR, personnel management and business administration
* monitor equal opportunities

Where the Organisation processes other special categories of personal information, i.e. information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation, this is done only for the purpose of equal opportunities monitoring in recruitment and in line with our data protection policy. Personal information that the Organisation uses for these purposes is either anonymised or is collected with your explicit written consent, which can be withdrawn at any time. It is entirely your choice whether to provide such personal information.

We may also occasionally use your special categories of personal information, and information about any criminal convictions and offences, where it is needed for the establishment, exercise or defence of legal claims.

***Change of purpose***

We will only use your personal information for the purposes for which we collected it, i.e. for the recruitment exercise for which you have applied.

However, if your job application is unsuccessful, the Organisation may wish to keep your personal information on file for in case there are future suitable employment opportunities with us. We will ask for your consent before we keep your personal information on file for this purpose. Your consent can be withdrawn at any time.

***Who has access to your personal information?***

Your personal information may be shared internally within the Organisation for the purposes of the recruitment exercise, including with members of the HR department, members of the recruitment team, managers in the department which has the vacancy and IT staff if access to your personal information is necessary for the performance of their roles.

The Organisation will not share your personal information with third parties during the recruitment process unless your job application is successful and we make you an offer of employment or engagement. At that stage, we may also share your personal information with third parties (and their designated agents), including:

* external organisations for the purposes of conducting pre-employment reference and employment background checks
* Disclosure Scotland, to obtain a criminal record check and/or PVG Scheme
* former employers, to obtain references
* professional advisors, such as lawyers

We may also need to share your personal information with a regulator or to otherwise comply with the law.

We may share your personal information with third parties where it is necessary to steps at your request to enter into a contract with you, or to enter into a contract with you, where we need to comply with a legal obligation, or where it is necessary for our legitimate interests (or those of a third party).

***How does the Organisation protect your personal information?***

The Organisation has put in place measures to protect the security of your personal information. It has internal policies, procedures and controls in place to try and prevent your personal information from being accidentally lost or destroyed, altered, disclosed or used or accessed in an unauthorised way. In addition, we limit access to your personal information to those employees, workers, agents, contractors and other third parties who have a business need to know in order to perform their job duties and responsibilities. You can obtain further information about these measures from the Organisation.

Where your personal information is shared with third parties, we require all third parties to take appropriate technical and organisational security measures to protect your personal information and to treat it subject to a duty of confidentiality and in accordance with data protection law. We only allow them to process your personal information for specified purposes and in accordance with our written instructions and we do not allow them to use your personal information for their own purposes.

The Organisation also has in place procedures to deal with a suspected data security breach and we will notify the Information Commissioner’s Office (or any other applicable supervisory authority or regulator) and you of a suspected breach where we are legally required to do so.

***For how long does the Organisation keep your personal information?***

The Organisation will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected and processed.

If your application for employment or engagement is unsuccessful, the Organisation will generally hold your personal information for six months after the end of the relevant recruitment exercise but this is subject to: (a) any minimum statutory or other legal, tax, health and safety, reporting or accounting requirements for particular data or records, and (b) the retention of some types of personal information for up to seven years to protect against legal risk, e.g. if they could be relevant to a possible legal claim in a tribunal, County Court or High Court. If you have consented to the Organisation keeping your personal information on file for in case there are future suitable employment opportunities with us, the Organisation will hold your personal information for a further six months after the end of the relevant recruitment exercise, or until you withdraw your consent if earlier.

If your application for employment or engagement is successful, personal information gathered during the recruitment process will be retained for the duration of your employment or engagement and in accordance with the privacy notice for employees, workers and contractors.

Personal information which is no longer to be retained will be securely and effectively destroyed or permanently erased from our IT systems and we will also require third parties to destroy or erase such personal information where applicable.

In some circumstances we may anonymise your personal information so that it no longer permits your identification. In this case, we may retain such information for a longer period.

***Your rights in connection with your personal information***

As a data subject, you have a number of statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

* request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
* request rectification of your personal information - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
* request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there’s no compelling reason for its continued processing, e.g. it’s no longer necessary in relation to the purpose for which it was originally collected
* restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
* object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground
* data portability - this gives you the right to request the transfer of your personal information to another party so that you can reuse it across different services for your own purposes.

If you wish to exercise any of these rights, please contact our data protection officer. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

In the limited circumstances where you have provided your consent to the processing of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. This will not, however, affect the lawfulness of processing based on your consent before its withdrawal. If you wish to withdraw your consent, please contact our data protection officer. Once we have received notification that you have withdrawn your consent, we will no longer process your personal information for the purpose you originally agreed to, unless we have another legal basis for processing.

If you believe that the Organisation has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner’s Office (ICO) at any time. The ICO is the UK supervisory authority for data protection issues.

***Transferring personal information outside the European Economic Area***

The Organisation will not transfer your personal information to countries outside the European Economic Area.

***Automated decision making***

Automated decision making occurs when an electronic system uses your personal information to make a decision without human intervention.

We do not envisage that any recruitment decisions will be taken about you based solely on automated decision-making, including profiling

***Changes to this privacy notice***

The Organisation reserves the right to update or amend this privacy notice at any time. We will issue you with a new privacy notice when we make significant updates or amendments. We may also notify you about the processing of your personal information in other ways.

***Contact***

If you have any questions about this privacy notice or how we handle your personal information, please contact our data protection officer.

I acknowledge receipt of this privacy notice and I confirm that I have read and understood it.

Signed: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Print name: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Dated: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

EQUAL OPPORTUNITIES MONITORING FORM

In accordance with its equal opportunities statement, Braeburn Home will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation.

In order to enable the Organisation to ensure compliance with its policy statement, a system of monitoring has been set up. We have only asked for your name so that monitoring can take place both at the shortlisting for interview stage and at the appointment stage. Once an appointment has been made, the data given on this form will be stored on computer in an entirely anonymised format and the form will then be securely and effectively destroyed.

You may, of course, decide not to answer one or any of these questions but if you do respond, all information provided will be treated in confidence and will be used solely by the Human Resources Department for the purpose of providing statistics for monitoring the existence or absence of equal opportunities in recruitment, with a view to enabling such equal opportunities to be promoted or maintained. This form does not comprise part of your job application and it will therefore be detached from it on receipt and stored separately. It will not be seen by the persons shortlisting, interviewing or making the recruitment decision. You can always mail this form separately if you wish.

**You are under no obligation whatsoever to complete this form if you do not wish to do so**. If you do complete it, thank you for your assistance in doing so.

|  |  |  |
| --- | --- | --- |
| Name: |  |  |
| Post title: |  |  |
| Gender: | Male |  |
|  | Female |  |
|  | Transgender |  |
|  | Undergone, or undergoing, male to female gender reassignment |  |
|  | Undergone, or undergoing, female to male gender reassignment |  |
|  | Non-binary |  |
|  | Other (please specify) |  |
|  | Prefer not to say |  |
| Marital status: | Married |  |
|  | Single |  |
|  | In a civil partnership |  |
|  | Other (please specify) |  |
|  | Prefer not to say |  |
| Age band: | Under 18 |  |
|  | 18 - 29 |  |
|  | 30 -39 |  |
|  | 40 - 49 |  |
|  | 50 - 59 |  |
|  | 60 - 65 |  |
|  | Over 65 |  |
|  | Prefer not to say |  |
| Sexual orientation: | Heterosexual |  |
|  | Homosexual |  |
|  | Bisexual |  |
|  | Other (please specify) |  |
|  | Prefer not to say |  |
| Disabilities: | None |  |
|  | Physical disability (please specify) |  |
|  | Mental disability (please specify) |  |
|  | Prefer not to say |  |
| Race/nationality/ethnic origin: | White | English |
|  |  | Scottish |
|  |  | Welsh |
|  |  | Irish |
|  |  | British |
|  |  | Other white background (please specify) |
|  | Mixed | White and Black Caribbean |
|  |  | White and Black African |
|  |  | White and Black British |
|  |  | White and Asian |
|  |  | Other mixed background (please specify) |
|  | Asian | Indian |
|  |  | Pakistani |
|  |  | Bangladeshi |
|  |  | British |
|  |  | Other Asian background (please specify) |
|  | Black | Caribbean |
|  |  | African |
|  |  | British |
|  |  | Other black background (please specify) |
|  | Chinese |  |
|  | Other ethnic group (please specify) |  |
|  | Prefer not to say |  |
| Religion: | Christian (please specify denomination) denomination) |  |
|  | Jewish |  |
|  | Sikh |  |
|  | Muslim |  |
|  | Hindu |  |
|  | Buddhist |  |
|  | Rastafarian |  |
|  | Baha’i faith |  |
|  | Shinto |  |
|  | Chinese folk religion |  |
|  | Non-religious/non-believer |  |
|  | Other religion (please specify) |  |
|  | Prefer not to say |  |

I confirm that I have been given a genuine choice as to whether I wish to complete this form. My explicit consent to the Organisation processing my personal data supplied on this form, for the purpose of providing statistics for monitoring the existence or absence of equal opportunities in recruitment, is therefore freely given and informed.

I also understand that I have the right to withdraw my consent at any time and that I may do this by sending an e-mail or other written communication to the Organisation’s data protection officer.

Signed:

Date: