*Instructions: Complete all fields truthfully, completely and accurately; failure to do so could invalidate your application. Your form,* ***together with an Equal Opportunities Monitoring form****, should be completed and submitted via email to* [*recruitment@dvva.scot*](mailto:recruitment@dvva.scot) *or by post to DVVA, Number Ten, 10 Constitution Road, Dundee DD1 1LL, marked Recruitment Private and Confidential. CVs are not accepted.*

*The information contained in sections 1 and 2 will not be made available for shortlisting.*

**SECTION 1: PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Home telephone (incl. area code)** |  |
| **Mobile** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Please confirm the basis for your right to work in the UK**  **(e.g. by birth/ current visa)** |  |
| **If applicable, please confirm Visa/Permit Expiry Date** |  |
| **Do you have a current, full (i.e. not provisional) UK driving licence?** |  |
| **Do you own/have access to an appropriately insured and MOT’d car?** |  |

**SECTION 2: REFEREES**

*Instructions – Please give details of TWO people we may approach for a reference who can comment on your suitability for this position. One referee must be your present or most recent employer. If you do not wish us to approach your referees prior to interview, please make the appropriate selection below.*

***Referee 1***

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Telephone/mobile (incl. area code)** |  |
| **Email** |  |
| **In what capacity does this individual know you?** |  |
| **How long has this individual known you?** |  |
| **Can we contact this individual in advance of your interview?** |  |

***Referee 2***

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Telephone/mobile (incl. area code)** |  |
| **Email** |  |
| **In what capacity does this individual know you?** |  |
| **How long has this individual known you?** |  |
| **Can we contact this individual in advance of your interview?** |  |

|  |  |
| --- | --- |
| **Position Applied For** |  |

**SECTION 3: CAREER HISTORY**

*Instructions: Only include details for your current job and the two previous roles (paid or unpaid). If necessary, summarise earlier roles in section 3.3.*

***3.1 Current Employment (paid or unpaid)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Since** |  |
| **Notice period** |  | | |
| **Job details**  *Include details of your key duties and areas of responsibility* |  | | |

***3.2a Previous Employment (one of two)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **From:**  **To:** |  |
| **Job details**  *Include details of your key duties and areas of responsibility* |  | | |

***3.2b Previous Employment (two of two)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **From:**  **To:** |  |
| **Job details**  *Include details of your key duties and areas of responsibility* |  | | |

***3.3 Summary of Earlier Roles (paid or unpaid)***

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Job Title** | **Employer** | **Period** |
| ***1*** |  |  |  |
| ***2*** |  |  |  |
| ***3*** |  |  |  |
| ***4*** |  |  |  |
| ***5*** |  |  |  |

**SECTION 4: EDUCATION, PROFESSIONAL QUALIFICATIONS AND TRAINING**

***4.1 Secondary School/Adult Education***

|  |  |
| --- | --- |
| **School/Establishment** |  |
| **Location** |  |
| **Standard Grades / O-Levels / GCSEs**  Only detail the number of passes and the corresponding grades (e.g. Creditx2, General x4) – you do not need to list the subject unless required in the person spec |  |
| **Highers / A Levels**  Detail the subjects passed and the corresponding grades (e.g. Maths - C) |  |
| **Advanced Level / Sixth Year Studies**  Detail the subjects passed and the corresponding grades |  |

***4.2 Further Education***

*Instructions – detail further educational qualifications e.g. doctorates, degrees, diplomas, HNC, SVQ, NVQs etc.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Grade  (if applicable)** | **Place of Learning** | **Year Gained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***4.3 Professional Qualifications***

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Professional Body** | **Year Gained** | **Current Member of Body? (Y/N)** |
|  |  |  |  |
|  |  |  |  |

***4.4 Other Key Learning & Training Events***

|  |  |  |
| --- | --- | --- |
| **Qualification/Course/Training** | **Organising Body/Establishment** | **Year Gained** |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 5: REASONS FOR APPLYING – YOUR SUPPORTING STATEMENT**

*Instructions – The Job Description and Person Specification detail the key areas of responsibility, outputs, skills, experience and competencies required for this role. Please ensure that you take time to consider these, understand them and do not make any assumptions. In your supporting statement below (can be continued on a separate sheet), use your own experience to evidence how you meet the requirements of the role and detail why you are the right candidate.*

|  |
| --- |
| **Supporting Statement** |

**SECTION 6: DECLARATION**

*Before submitting your application, please read the following:  
  
If you omit information that we have asked for, we will not consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application could lead to disciplinary or, in some circumstances, legal action against you.  
  
'I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.*

*I understand that canvassing a member of staff or a member of the Board of Directors, directly or indirectly, in connection with this application shall disqualify me.*

*I understand that a standard or enhanced disclosure check may be sought in the event of my application being successful.*

*I have read and understood the attached Privacy Notice. I understand that my personal details will be held in confidence for the purpose of assessing this application. If employed, I understand the information will be used in the administration of my employment in accordance with the Data Protection Act 2018.’*

|  |  |
| --- | --- |
| **I have read and understood the declaration in section 6 above** | |
| **Name** |  |
| **Signed \*** |  |
| **Dated** |  |

*\*where applications are being submitted electronically, an electronic signature is acceptable*

**Submitting your Application Form**

*Your form,* ***together with an Equal Opportunities Monitoring form****, should be completed and submitted either via email to* [*recruitment@dvva.scot*](mailto:recruitment@dvva.scot) *or by post to DVVA, Number Ten, 10 Constitution Road, Dundee DD1 1LL, marked Recruitment Private and Confidential. Please note that CVs are not accepted.*

**Privacy Notice – Employment Application Form**

**Dundee Volunteer and Voluntary Action** **(DVVA)** needs to collect and use certain types of information about individuals who come into contact with DVVAin order to carry out our work. Dundee Volunteer and Voluntary Action is what’s known as the ‘Controller’ of the personal data you provide to us. You can contact the Data Protection Officer at [communications@dvva.scot](mailto:communications@dvva.scot)

**What personal data will we collect?**

We collect the following personal data about you.

Name, address, telephone number, email address, qualifications, employment history, email address of your referees, and any additional information which you choose to provide in connection with your application.

**What are the purposes of processing the data?**

The data is collected and processed for the purpose of progressing your job application, and to make contact with you or your nominated referees in connection with the recruitment process.

**Lawful processing of personal data**

DVVA can process and retain employee data because it is in the legitimate interests of the organisation. Processing is necessary to progress your job application, and to make contact with you or your nominated referees in connection with the recruitment process.

**What we do with your data?**

Dundee Volunteer and Voluntary Action regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining your confidence.

Dundee Volunteer and Voluntary Action will ensure that your personal information is treated lawfully and correctly.

Information and records will be stored securely and will only be accessible to authorised staff and volunteers.

Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately.

Your personal details will not be given to anyone outside Dundee Volunteer and Voluntary Action without your consent unless it is necessary for us to do so, i.e. in order to comply with the law, with police investigations or it is determined that there is risk of significant harm to either yourself or another person.

There are circumstances where the law allows Dundee Volunteer and Voluntary Actionto disclose data (including sensitive data) without the data subject’s consent.

These are:

* Carrying out a legal duty or as authorised by the Secretary of State
* Protecting vital interests of an Individual/Service User or other person
* The Individual/Service User has already made the information public
* Conducting any legal proceedings, obtaining legal advice or defending any legal rights
* Monitoring for equal opportunities purposes – i.e. race, disability or religion (in the form of statistics and not in any way that identifies you.)

Dundee Volunteer and Voluntary Actionmay share data with other agencies such asthe local authority, health organisations, funding bodies and other voluntary agencies (in the form of statistics and not in any way that identifies you.) You will be made aware how and with whom the information will be shared.

**How long do we keep your data?**

If your application is successful, the data will be retained in your personnel file for the duration of your employment. If your application is unsuccessful the data will be securely disposed of at the conclusion of the recruitment process.

**What are your rights?**

All Data Subjects have the right to access the information DVVAholds about them. Individuals may exercise the right by making a written ‘subject access request’ (SAR). However, subject access goes further than this and an individual is entitled to be:

**•** told whether any personal data is being processed;

**•** given a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people;

**•** given a copy of the personal data; and

**•** given details of the source of the data (where this is available).

You have the right to receive a copy of the personal information that DVVA holds about you, and to demand that any inaccurate data be corrected or removed.

You have the right to withdraw consent at any time, **where relevant**.

If you wish to access a copy of any personal data being held about you, you must make a written request for this. To make a request, please complete a **Personal Data Subject Access Request Form** which can be obtained from the Data Protection Officer. If a SAR is received DVVA will respond within one month.

If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. **Contact communications@dvva.scot**

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner’s Office <https://ico.org.uk/>