

**Application Form**

This form is intended as a private and confidential appendix to a full CV and cover letter, specifically for the post of **CEO at COPE Ltd**.

Please complete all sections, read the declaration, Data Protection Act/GDPR consent, and Job Applicant Privacy Notice. Then sign and date the form and return it to [recruitment@cope.ltd.uk](mailto:recruitment@cope.ltd.uk) or via post, along with your full application documents.

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| Full name: | |
| Where did you hear about this vacancy? | |
| When would you be available to start? | |
| How long is the period of notice for your current employer? | |
| What is your current salary/remuneration package? | |
| If offered this post, would you continue to hold any other paid or unpaid post? Yes/No  If yes, please give details: | |
| Are you willing to travel, if required as part of your employment? Yes/No | |
| Do you have a current clean driving licence? Yes/No  If applicable, please give details of any driving offences currently under endorsement: | |
| Do you have any criminal convictions that are unspent under the Rehabilitation of Offenders Act 1974 and any subsequent amendment to this? Yes/No  (Please note: You will be required to obtain and maintain PVG clearance from Disclosure Scotland for this post. You will be given further information on this and will be required to complete and submit the necessary documentation if you are successful with your application.) | |
| Do you have any special requirements that will enable you to attend an interview (e.g. wheelchair access)? Yes/ No  If yes, please give details: | |
| **Please provide the details of two referees (not relatives), preferably previous employers who we may contact regarding your application.** | |
| Name:  Occupation:  Address:  Telephone:  Email:  Capacity known to you: | Name:  Occupation:  Address:  Telephone:  Email:  Capacity known to you: |

I declare to the best of my knowledge and belief, the details I have given on the form are correct and that any misrepresentation by me be sufficient grounds for my dismissal if I am employed.

**Declaration**

I understand that the Company has the right to check on any experience, achievements, qualifications, and skills claimed by me in any of the documents submitted as part of my application or at interview. I agree that such checks may be made by the Company.

I give permission for my referees as quoted above to be contacted and understand that any offer will be subject to receipt of satisfactory references, a probationary period, and a DBS check.

**Data Protection Act 2018 and General Data Protection Regulations 2018**

In accordance with its obligations under Data Protection Legislation, I understand that the Company needs to collect and use certain types of information about applicants to complete the recruitment process and in doing so, that it is collecting and processing the information for the purposes of a legitimate interest. I have been provided with a copy of the Company's full Privacy Notice for Applicants and I have read and understood the contents of this notice (included below).

I understand that the Company will retain the information for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) in accordance with the principals of the Data Protection Act 2018 and the General Data Protection Regulations.

If my application is not successful on this occasion, I have been advised that, subject to my consent, the Company may wish to retain my details on file for a period of up to 12-months and that I may be considered for other opportunities as they arise.

**I hereby consent to my application form being held on file for a period of up to 12-months to be considered for other posts as they may arise: Yes/No**

I understand that if I give my consent now, I may withdraw this at any time and if I do so, that you will appropriately dispose of my application form and any other information that is held about me.

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

**Job Applicant Privacy Notice - GDPR Compliant**

As part of any recruitment process, the company collects and processes personal data relating to job applicants. The organisation 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?**

We collect 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
* Information about your entitlement to work in the UK.

We 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 do we process personal data?**

We need to process data to take steps at your request prior to entering into a contract with you and 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 our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

The Company 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 who to offer a job to. We may also need to process data from job applicants to respond to and defend against legal claims.

We 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 applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Company 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. 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.

**How do we 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 do we 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. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

**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
* Object to the processing of your data on legal grounds if the Company is inappropriately relying on its legitimate interests as the legal grounds for processing.

If you would like to exercise any of these rights, please contact: [admin@cope.ltd.uk](mailto:admin@cope.ltd.uk)

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

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

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