Spectra Application Form

Spectra need to collect personal information about you in order to process your application form - It will also form the basis of a confidential personal record in electronic format. The data will be retained for administrative and statistical reporting purposes.

If your application is successful, the information you provide here will form part of your employee file and we will be entitled to process it for all purposes in connection with you. The information will be retained for a further 7 years after you leave Spectra, by then it will be destroyed under secure conditions.

For unsuccessful application, the information will be held for one month after the recruitment and will then be destroyed under secure conditions.

In accordance with the General Data Protection Regulation and Data Protection Act, the information provided on this form will only be disclosed to those who have a legitimate reason to see it.

The lawfulness of processing this information under the General Data Protection Regulation and the Data Protection Act is for Legitimate Purposes 6(f) and in compliance with legal obligations 6(c).

Spectra would like to make you aware that you have the following rights regarding the data we are required to collect about you:

• Make a Subject Access Request;

• Rectification of any incorrect information we hold about you;

• Restriction of further processing of data;

• Right to be forgotten where information has been provided with consent.

Should you wish to complain about any aspects of how we have handled your personal data you can contact the Supervisory Authority (ICO) at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

The data protection officer can be contacted if you have any questions about how we handle your personal data by emailing [dataprotectionofficer@spectra-london.org.uk](mailto:dataprotectionofficer@spectra-london.org.uk).

|  |  |  |
| --- | --- | --- |
| Job Title |  | |
| Weekly Hours |  | |
| Salary/pay rate |  | |
| Where did you see/hear about this job advert? | |  |

# Personal Details

|  |  |
| --- | --- |
| Title |  |
| Forename |  |
| Surname |  |
| Address1 |  |
| Address 2 |  |
| Address 3 |  |
| City / Town |  |
| Post code |  |
| Country |  |
| Mobile Telephone |  |
| Home Telephone |  |
| Email Address |  |

# Education and Qualifications

Applicants may be required to provide proof of qualifications at interview or prior to appointment

|  |  |
| --- | --- |
| **Education Details (Further/Higher Education)** | |
| Educational establishment name |  |
| Country of establishment |  |
| Date attended from |  |
| Date attended to |  |
| Qualification awarded |  |
| Subject |  |
| Date of Award/Expected |  |
| Grade or class or level |  |

|  |  |
| --- | --- |
| **Education Details (Secondary )** | |
| Educational establishment name |  |
| Country of establishment |  |
| Date attended from |  |
| Date attended to |  |
| Qualification achieved with dates |  |

If you have any further education details you wish to submit, please attach an additional sheet to your application form.

# In Service Training/Professional Development

Please provide details of relevant training/professional development you have successfully completed. Include the titles of relevant courses/ training sessions, the dates completed outcomes and name of the awarding body where applicable.

|  |  |
| --- | --- |
| **In service training/ professional development** | |
| List any Accreditations and/or Professional Bodies. Please include your membership number for Professional Body memberships | |
| Do you hold a current UK/EEA driving license | **YES/NO**(please circle as applicable) |

# Employment

## Current Employment

Please list your current employment details here. This can be full time, part time or voluntary work. If you are not currently in employment go to “Past Employment Record”

|  |  |
| --- | --- |
| Are you currently in employment? | **YES/NO**(please circle as applicable) |
| Job title |  |
| Employer |  |
| Employer Address line 1 |  |
| Employer Address line 2 |  |
| Employer Town or City |  |
| Employer Country |  |
| Employer Postcode |  |
| Phone Number |  |
| Type of employment i.e. Direct employee, agency, self-employed, voluntary |  |
| Type of Contract i.e. Permanent, Temp, Fixed Term, Casual, Seasonal, Bank |  |
| Working hours i.e. Full Time, Part Time, Term Time |  |
| Start date of Contract/Service |  |
| Current Salary (£/Sterling equivalent, optional) |  |
| Allowance(s) received |  |
| Period of notice required |  |
| Reason for seeking to leave |  |
| Briefly outline duties and responsibilities |  |

## Past Employment Record (MOST RECENT FIRST)

Please provide a full history in chronological order **since leaving secondary education**, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates. **You must explain any periods not in employment, education or training, and reasons for leaving employment**.

|  |  |
| --- | --- |
| Job Title |  |
| Employer |  |
| Employer Address line 1 |  |
| Employer Address line 2 |  |
| Employer Town or City |  |
| Employer Country |  |
| Employer Postcode |  |
| Employer Phone Number |  |
| Type of Contract |  |
| Start date of Contract/Service |  |
| End date of Contract/Service |  |
| Salary (£/Sterling equivalent, optional) |  |
| Reason for leaving |  |
| Briefly outline duties | |

## Past Employment - next record

|  |  |
| --- | --- |
| Job Title |  |
| Employer |  |
| Type of Contract |  |
| Start date of Contract/Service |  |
| End date of Contract/Service |  |
| Salary (£/Sterling equivalent, optional) |  |
| Reason for leaving |  |
| Briefly outline | |

## Past Employment - next record

|  |  |
| --- | --- |
| Job Title |  |
| Employer |  |
| Type of Contract |  |
| Start date of Contract/Service |  |
| End date of Contract/Service |  |
| Salary (£/Sterling equivalent, optional) |  |
| Reason for leaving |  |
| Briefly outline duties | |

## Past Employment - next record

|  |  |
| --- | --- |
| Job Title |  |
| Employer |  |
| Type of Contract |  |
| Start date of Contract/Service |  |
| End date of Contract/Service |  |
| Salary (£/Sterling equivalent, optional) |  |
| Reason for leaving |  |
| Briefly outline duties | |

## Past Employment - next record

|  |  |
| --- | --- |
| Job Title |  |
| Employer |  |
| Type of Contract |  |
| Start date of Contract/Service |  |
| End date of Contract/Service |  |
| Salary (£/Sterling equivalent, optional) |  |
| Reason for leaving |  |
| Briefly outline duties | |

|  |
| --- |
| Periods of unemployment – Please list all periods with reasons why |

# Supporting Statement

Please provide a statement outlining your suitability for this post. It is essential that you fill this out and attach it to your application, in order to be considered for this job. You will need to reference the Job Description and Employee Specification for this.

# References

Please give the name of **two references** applicable to the role for which you are applying. One should be your current or most recent employer. To assist the reference collection, please supply an email address where ever possible.

|  |  |
| --- | --- |
| Title |  |
| First Name |  |
| Last Name |  |
| Referee’s Position |  |
| Which employer is this reference for? |  |
| Type |  |
| Referee Address Line 1 |  |
| Referee Address Line 2 |  |
| Referee Town/City |  |
| Referee Country |  |
| Referee Postcode |  |
| Referee Telephone |  |
| Referee Email |  |

## Second Referee

|  |  |
| --- | --- |
| Title |  |
| First Name |  |
| Last Name |  |
| Referee’s Position |  |
| Which employer is this reference for? |  |
| Type |  |
| Referee Address Line 1 |  |
| Referee Address Line 2 |  |
| Referee Town/City |  |
| Referee Country |  |
| Referee Postcode |  |
| Referee Telephone |  |
| Referee Email |  |

# Declarations & Disclosure

## Disability

The Disability Discrimination Act 1995 defines disability as: ‘A physical or mental impairment which has a substantial or long-term adverse effect on their ability to carry out normal day-to-day activities’.

|  |
| --- |
| Do you have a disability? **YES/NO**(please circle as applicable) |
| Please list below any reasonable adjustments you may require to attend an interview and/or to help you in this vacancy. |

## Work Permission

|  |
| --- |
| Do you need permission to work in the UK?  **YES/NO** (please circle as applicable) |

## Relationships

|  |
| --- |
| Are you a relative or a partner, or do you have a personal relationship with any employee of Spectra CIC?  **YES/NO**(please circle as applicable) |
| Please state the person(s) full name. |

## National Insurance Number

|  |
| --- |
| Do you have a National Insurance (NI) Number? **YES/NO**(please circle as applicable) |
| If Yes please state |
| If No please state reason |

## Independent Safeguarding Authority registration

|  |
| --- |
| If applicable please enter your ISA registration number: |

## Declaration of Criminal Convictions

Please respond to the statements below. The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying. If you disclose a conviction, it does not necessarily mean that we will not consider your application. Our main consideration will be whether the offence would make you unsuitable for the type of work that you are applying for.

|  |
| --- |
| Do you have any criminal convictions, cautions, warnings or bind over’s that are not spent?  (Under the Rehabilitation of Offenders Act 1974 you are entitled to withhold information about convictions that are ‘spent’ under provisions of the Act.)  **YES/NO**(please circle as applicable) |
| If you answer ‘yes’ to that above question provide details (offence, date of conviction and sentence) |

## Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

The Rehabilitation of Offenders Act 1974 does not allow employees with access to children and young persons under the age of 18 years, vulnerable adults or in exempted posts the right to withhold information regarding previous criminal convictions, as well as cautions, warnings, reprimands and bind-overs, for any offence (not just those involving children and or vulnerable adults) which for other purposes are ‘spent’ under the provisions of the Act. You should disclose in this section any previous convictions, cautions, warnings, reprimands and bind-overs. Further information on the disclosure of convictions can be found on the LawontheWeb.co.uk/rehabact.htm website.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

|  |
| --- |
| The post for which you applying involves access to vulnerable adults |
| If required please disclose any criminal convictions, cautions, warnings, reprimands or bind-overs that are spent. Please provide details (offence, date of conviction and sentence.) |

# Declaration

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the Police.

|  |
| --- |
| Signature  Print name  Date |

**Diversity Monitoring**

We are committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information will be used for monitoring and statistical data purposes only, and will not be seen by the short listing panel.

Age \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender Identity

Male  Female Intersex Non-Binary Fluid

Questioning  Do not wish to state

Do you/have you ever identified with the term trans?  Yes  No

If the option you're looking for is not here, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ethnic Origin**

I would describe my ethnic origin as:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **White** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | White - British | | | | |  | | | White - English | | | |  | | | White - Irish | | | | | | |
|  | | White - Scottish | | | | |  | | | White - Welsh | | | |  | | | Any Other White Background | | | | | | |
| **Mixed Heritage** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | White and Black Caribbean | | | | | |  | | | White and Black African | | | |  | | | White and Asian | | | | | |
|  | | Any Other Mixed Background | | | | | |  | | |  | | | |  | | |  | | | | | |
| **Asian or Asian British** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | Indian | | | | | |  | | | Pakistani | | |  | | | | Bangladeshi | | | | |
|  | | | Any Other Asian Background | | | | | |  | | |  | | |  | | | |  | | | | |
| **Black or Black British** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | Black - Caribbean |  | | | | | | | | Black - African | | |  | | | | Any Other Black Background | | | |
| **Chinese** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | Chinese | |  | | | | | | |  | | |  | | | |  | | | |
| **Other Ethnic Group** | | | | | | | | | | | | | | | | | | | | | | | |
|  | Any Other Ethnic Group   |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | | | | | | | | | | |  |  | | --- | --- | |  | Prefer not to say | | | | | | | | | | |  |  |  |

Sexuality

Gay  Lesbian  Straight  Bisexual  MSM  Pansexual

Asexual  Questioning  Do not wish to state

If the option you're looking for is not here, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_