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Kidz Klub Leeds

℅ Bridge Community Church

Rider Street

Leeds

LS9 7BQ

0113 245 6533

info@kidzklubleeds.org.uk

Application form- Fundraiser

## Personal details:

Full Name

Previous Name/s

Address

Mobile number/home number

Date of Birth

Email address

If applicable Church attended/Christian community you are part of:

National Insurance number

Do you hold a current driving licence? YES/NO

Do you have use of a car? YES/NO

Employment History.

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| TITLE OF PRESENT/MOST RECENT POST: |
| EMPLOYER |
| WORK ADDRESS:  |
| POSTCODE: |
| DETAILS OF DUTIES: |
| TEL. NO. (include STD Code): EMAIL:Reason for leaving/wishing to leave (if applicable):Current Salary: |

Employment history

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| **EMPLOYMENT HISTORY:** GIVE DETAILS OF EMPLOYMENT/WORK EXPERIENCE. CONTINUE ON A SEPARATE SHEET IF NECESSARY. |
| **JOB TITLE** **NATURE OF WORK/TRAINING** | **NAME AND ADDRESS OF ORGANISATION** | **FULL-TIME OR PART-TIME** | **DURATION** | **REASON FOR LEAVING**  |
| **FROM** | **TO** |
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Are there any periods of time in the last 5 years unaccounted for? Yes/No

If yes, please explain below

Qualifications

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| **QUALIFICATIONS AND EXAMINATIONS:** APPLICANTS SHOULD LIST ALL QUALIFICATIONS AND SUBJECTS TAKEN, WHATEVER THE RESULT, IN CHRONOLOGICAL ORDER. IF YOU ARE AWAITING THE RESULT OF ANY EXAMINATION RECENTLY TAKEN WRITE PENDING IN THE RESULT COLUMN. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.  |
| **LEVEL, EG GCSE, A, HND, DEGREE OR PROFESSIONAL QUALIFICATIONS** | **SUBJECT** | **DATE** | **PLACE OF STUDY** | **RESULTS (GRADES OR BANDS)** |
| **MONTH** | **YEAR** |
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Your interests and experience:

Please tell us about yourself; your hobbies and interests and, if relevant, your Christian experience.

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Experience

Please give details of any relevant experience, including experience of fundraising, events, PR, communications and/or project management.

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In what ways have you shown use of initiative in the past and how did this affect your work/outcomes for the organisation/activity?

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What is your experience of trust and individual donor fundraising? How much have your raised through this?

What is your experience of organising fundraising events? How much have your raised through event fundraising?

What is your experience of PR, Communictaions or Marketing? What were the outcomes of your work?

What is your understanding of Kidz Klub Leeds?

Why do you think you are suitable for this role?

What are you passionate about?

Significant achievements? Please tell us about your most significant achievement to date, what it was significant, and how it relates to this post.

What do you think you will be able to contribute to the team?

## **Your suitability to work with children and young people**

Do you suffer from any illness which may directly affect your work with children or young people to an unreasonable degree? If yes, please give details.

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Do you have an unspent criminal offences, cautions reprimands or warnings, or are you at present the subject of a criminal investigation/pending prosecution? YES/NO

If YES please give the details including nature of offence and dates.

NB For exceptions to this legislation or more information please refer to the Rehabilitation of Offenders Act 1974 and the DBS filtering guidance.

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Has there ever been any cause for concern regarding your conduct with children or an allegation made against you which has been reported to, and investigated by, Social Services and/or the Police? Please include any disciplinary action taken by an employer in relation to behavior with adults. YES/NO

If yes, please explain details. All information shared is treated confidentially as part of the application process and with sensitivity.

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I confirm that I am not barred from working with children/vulnerable adults( please tick)

## Do you have a work permit to work within this country? YES/NO

## Do you hold a current work permit? YES/NO/NOT APPLICABLE

## If yes please give expiry date:

Do you have a commitment to the reserve forces? YES/NO

##

## References

Please give us the details of 2 people you know you well, for a least 2 years, and are willing to do a reference for you. One of these should be your current or most recent employer.

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### Person 1- This reference should be your current or most recent employer.

Name

Relationship to you

Address

Phone number

Email address

### Person 2

Name

Relationship to you

Address

Phone number

Email address

I confirm I have the authority of these referees to share their information

I confirm that I give authority for the named referees to answer the below questions and for Kidz Klub Leeds to store them, as part of my application

Reference questions

* In what capacity have you known the applicant and for how long?
* What qualities does the applicant possess which will help in a team situation?
* What other strengths does the applicant possess which you feel will support them in this role?
* Do you have any comments as to the applicant’s time management or absence?
* Please comment on the applicant’s ability to listen and respond to advice?
* What areas of weakness/difficulties does the applicant have?
* If applicable, please comment on the applicant’s faith journey as far as you are aware?
* Do you have any other relevant concerns about the applicant, their conduct with children, or their suitability to work with children or vulnerable adults?
* Are you aware of any physical or mental health issues that may affect the applicant’s ability to work with children or in a children’s charity?

**(i)This position will be subject to a Disclosure and Barring Service check, which will be repeated on a biannual basis thereafter. Please note: due to the nature of the work, successful applicants will be required to declare immediately any criminal convictions which are acquired during the course of their voluntary work with Kidz Klub Leeds. Kidz Klub Leeds operates within the DBS Code of Practice and within our own DBS Screening Policy. This includes our Recruitment of Ex Offenders Policy. These are available upon request.**

## Declaration

I confirm that the submitted information is correct and complete. I understand that any false information given or relevant ommisions will render a voluntary position with Kidz Klub Leeds invalid. I consent to the conditions set out in section (i) above and to my data being shared as per our privacy policy overleaf.

## Signature

## Date

Please ensure all the parts of this form are answered and the declaration is signed. The form should be emailed back to Ali@kidzklubleeds.org.uk or sent by hard copy to Alison Langdale at Kidz Klub Leeds, c/o Bridge Community Church, Rider Street, Leeds, LS9 7BQ marked Private and Confidential.

**DATA PRIVACY NOTICE**

**Kidz Klub Leeds – registered charity number 1084977**

**1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

**2. Who are we?**

Kidz Klub Leeds is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

**3. How do we process your personal data?**

Kidz Klub Leeds complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

· To enable us to provide a voluntary service for the benefit of the public.

· To administer membership records of our clubs;

· For the safety and Safeguarding of the children in our care;

· To fundraise and promote the interests of the charity;

· To manage our employees and volunteers;

· To maintain our own accounts and records (including the processing of gift aid applications);

· To inform you of news, events and activities running at Kidz Klub Leeds;

**4. What is the legal basis for processing your personal data?**

· Explicit consent of the data subject so that we can keep you informed via email about news, events, activities and services and process your gift aid donations and keep you informed about events.

· Explicit consent of the data subject to take, store and share photos of our activities and trips in order to fundraise and promote the interests of the charity.

· Processing is necessary for carrying out obligations under employment, safeguarding or social security or social protection law, or a collective agreement;

· Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of yourself or your child which require protection of personal data, in particular where the data subject is a child.

· Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -

o the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and

o there is no disclosure to a third party without consent unless this is for safeguarding reasons.

**5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of Kidz Klub in order to carry out a service to other charity members or for purposes connected with our charity. We will only share your data with third parties outside of the charity with your consent or if we have a specific reason to do so. Examples of people we may share data with are as follows:

• Service providers who provide IT and system administration services.

• Professional advisers including lawyers, bankers, auditors and insurers who provide consultancy, banking, legal, insurance and accounting services.

· HM Revenue & Customs, regulators and other authorities based in the United Kingdom and other relevant jurisdictions who require reporting of processing activities in certain circumstances.

· Medical professionals – to safeguard children in our care in event of an emergency or injury.

· Multiagency data sharing with social services or schools in order to protect a child for safeguarding purposes.

We require all third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. We only allow such third parties to process your personal data for specified purposes and in accordance with our instructions.

**6. Data Security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

**7. How long do we keep your personal data[1]?**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. We have a data retention policy to implement this.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

If you have any questions about our Data Retention policy, please contact us in writing on the below address.

**7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

· The right to request a copy of your personal data which Kidz Klub Leeds holds about you;

· The right to request that Kidz Klub Leeds corrects any personal data if it is found to be inaccurate or out of date;

· The right to request your personal data is erased where it is no longer necessary for Kidz Klub Leeds to retain such data;

· The right to withdraw your consent to the processing at any time

· The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].

· The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

· The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]

· The right to lodge a complaint with the Information Commissioners Office.

**8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Office manager at Kidz Klub Leeds, Bridge Community Church, Rider Street, Leeds LS9 7BQ.

You can contact the Information Commissioners Office on 0303 123 1113 or via email<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.