

**(CIO)** *Registered charity 1162099*

**What information do we collect from you and why?**

When you apply for a job with Southampton City Mission (CIO) (the data controller) we collect personal information about you such as name and contact details. We also ask for details about your previous experience, education, referees and other details relevant to the role you apply for. We use this information to progress your application, assess your suitability for the role and/or to administer your employment. You don’t have to provide what we ask for but it might affect your application if you don’t.

You provide the information to us on an application form which may be hard copy or emailed to us.

Our application form asks for information relating to any disability you may have. We ask for this so that we can make reasonable adjustments during the recruitment process and to find out if there are reasonable adjustments we can make to the job itself, in line with the Equality Act 2010.

Certain roles require a Confidential Declaration Form to be completed, which asks for information about criminal convictions. This is reviewed by a member of the recruitment panel and will be shared with the SCM Safeguarding Officer and/or The Winchester Diocese Safeguarding Officer only where necessary.

We also ask for equal opportunities information although this is not mandatory. It won’t affect your application if you choose not to provide it. This information will not be made available to people outside of our recruitment process in a way which can identify you. The information you do provide will be used only to produce and monitor equal opportunities statistics.

**What do we do with your information?**

*Unsuccessful applicants*

We will keep the information you provide in hard copy or electronic form for 6 months following the end of the recruitment process, after which it will be securely destroyed or deleted.

*Successful applicants*

We are required to confirm the identity of staff, your right to work in the United Kingdom and we will seek assurance as to your trustworthiness and reliability. In order to do this we ask you to provide:

* Proof of identity – you will be asked to provide original documents, we will take copies.
* Proof of qualifications – you will be asked to provide original documents, we will take copies.
* You may be asked to complete a criminal records declaration to declare any unspent convictions.
* If your post requires a Disclosure and Barring Service (DBS) check, we process our applications via Winchester Diocese. We will ask you to complete a DBS application form which we send to the Diocese after checking proof of identity documents, who then submits the application to the DBS. When you receive your DBS check, we will record your name, the reference number and result on our central register which is stored on Google Drive.
* We will contact your referees directly to obtain references, using the details you provide

If we offer you a job we will also ask you for bank details to process salary payments and relevant medical and emergency contact details so we know who to contact in case you have an emergency at work. We process and store payroll, expenses and benefits details and share these with the relevant authorities for taxation and accounting purposes.

We keep a hard copy personnel file for each member of staff.When you leave our employment, we retain the information we have about you for 6 years.

**Who do we share your information with?**

We use Google G-Suite and Dropbox to store and process your information in electronic form. Their servers are located outside of the European Economic Area. We share your name and bank details with our bankers (Co-operative Bank plc).

Except for the service providers noted above, we only share your personal information outside of SCM insofar as is needed to administrate your employment in compliance with relevant laws.

**What are your rights?**

You have a right to see the information we hold about you. Requests can be made verbally or in writing to the Administrator at our Head Office address or by email. If you believe the personal information we hold about you is inaccurate you can ask to have it put right. You can also ask us to stop processing your personal information and we will consider your request. You have further rights which are outlined in our Data Protection and Privacy Policy.

This Privacy Notice forms part of our full Data Protection and Privacy Policy which can be requested from our Head Office, or viewed on our website.

Southampton City Mission (CIO), Unit 5 Second Avenue Business Park, Southampton, SO15 0LP

*Registered charity 1162099*

Tel: 023 8055 0435 [office@southamptoncitymission.co.uk](mailto:office@southamptoncitymission.co.uk) [www.southamptoncitymission.co.uk](http://www.southamptoncitymission.co.uk)



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CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Please complete all sections of the application form

|  |  |
| --- | --- |
| Post applied for: | ADMINISTRATOR |
| How did you become aware of this vacancy? |  |
| If advertisement seen, please state where: |  |

1. PERSONAL DETAILS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Surname: | |  | | | | |
| First Name(s): | |  | | | | |
| Date of Birth: | |  | | | | |
| Home / Private Address:  Post code: | | | | | | |
| Telephone numbers: | Home | | | Mobile | Work | |
| May we contact you at work? | | | | | Yes | No |
| E-mail address: | | |  | | | |
| National Insurance Number: | | |  | | | |

2. EDUCATION / QUALIFICATIONS / TRAINING / COURSES

|  |  |  |
| --- | --- | --- |
| SCHOOL / FURTHER EDUCATION / HIGHER EDUCATION / OTHER TRAINING  Please enter most recent first | | |
| Establishment/  Organiser | Course undertaken / Qualifications obtained | Grade / Level |
|  |  |  |

PROFESSIONAL BODIES OF WHICH YOU ARE A MEMBER:

Please give details of level, when obtained and expiry date of membership.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Please continue on a separate sheet if necessary*

3. EMPLOYMENT

|  |  |  |
| --- | --- | --- |
| PRESENT / MOST RECENT POSITION: | | |
| Job Title: |  | |
| Employer: |  | |
| Type of organisation: |  | |
| Salary: |  | |
| Start Date: |  | |
| Brief description of duties: | | |
| Are you still employed? | Yes | If yes, notice required: |
| No | If no, date of leaving: |
| In either case, reason for leaving: | |  |
| When can you start working with us? | |  |

EMPLOYMENT HISTORY (covering at least the last seven years, most recent employment first). Please account for all gaps in employment history, including voluntary or community work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates from and to | Name and address of employer  Type of organisation | Salary  (on leaving) | Job Title and main duties | Reason for leaving |
|  |  |  |  |  |

*Please continue on a separate sheet if necessary*

4. OTHER INFORMATION

4

|  |  |  |  |
| --- | --- | --- | --- |
| We welcome applications from people with disabilities. Do you have any disabilities that might affect your application? | | Yes | No |
| Please let us know if there are: | | | |
| 1. Any reasonable adjustments we can make to assist you in your application |  | | |
| 1. Any reasonable adjustments we can make to the job itself to help you carry it out |  | | |

|  |  |  |
| --- | --- | --- |
| Do you need a work permit to work in the UK? | Yes | No |

5. ETHOS

|  |
| --- |
| As a Christian mission organisation, Southampton City Mission asks its employees to sympathise with its Christian ethos and values (please refer to the attached statement). How are you able to demonstrate this? |
|  |

6. SUPPORTING STATEMENT

|  |
| --- |
| With close reference to the Job Description and Person Specification, please give an account of experience, knowledge, skills and training you have had which meet the requirements of the post. Please include why you have applied for this post, what you can offer to it and any other information you feel relevant in support of your application. |
| *Please continue on a separate sheet if necessary. Please keep your supporting statement to no more than 2 sides of A4.* |

7. CRIMINAL CONVICTIONS

If you are invited to interview, you will be asked to make a declaration regarding criminal convictions.

8. REFERENCES

|  |  |  |
| --- | --- | --- |
| Please submit two referees, one of which should be from your most recent employer. | | |
| PRESENT / MOST RECENT EMPLOYER: | | |
| Name: |  | |
| Position: |  | |
| Organisation Address:  Post code: | | |
| Telephone Number: | |  |
| E-mail address: | |  |

|  |  |  |
| --- | --- | --- |
| OTHER: | | |
| Name: |  | |
| Position: |  | |
| Organisation Address:  Post code: | | |
| Telephone Number: | |  |
| E-mail address: | |  |

9. DECLARATIONS

1. I have read and understand the Privacy Notice relating to the information I have provided on this form
2. I authorise SCM to obtain references to support this application and accept and release SCM and referees from liability caused by giving and receiving information.
3. I confirm that the information given on this form is correct and that if I have provided wrong or falsified information this may be proper cause for rejection or, if employed, cause for dismissal.

Signature: ...................................................................................................... Date: ..........................................................

Please return the completed form to:

Southampton City Mission (CIO)

Unit 5 Second Avenue Business Park

Southampton

SO15 0LP

Please write JOB APPLICATION clearly on the envelope (or in subject line for applications submitted by email).

Tel: 023 8055 0435

Email: office@southamptoncitymission.co.uk

**Southampton City Mission (CIO),** Unit 5, Second Avenue Business Park, Millbrook, Southampton, SO15 0LP *Registered charity No. 1162099*

*Tel: 023 8055 0435* [*office@southamptoncitymission.co.uk*](mailto:office@southamptoncitymission.co.uk)[*www.southamptoncitymission.co.uk*](http://www.southamptoncitymission.co.uk)

**Ethos statement**

Everything that SCM seeks to do is inspired by the message, life and example of Jesus, through whom God’s unconditional love for all people is expressed, in particular his concern for the poor and disadvantaged.

Colloquially, ethos is often described as “the way we do things round here”.

At SCM, we are trying to do things round ***here*** in the same way and with the same spirit as Jesus would: out of a heart of **Love** and **Compassion**, treating everybody with **Equality** and **Respect**, working in **Partnership** and with **Humility**.

SCM is seeking to serve the Church as it serves the city of Southampton. To that end we equip and train, we co-ordinate and facilitate, we network and reconcile, we advocate and we nurture; all the while trying to remain a small, mobile charity that can adapt quickly to the needs of the Church and the needs of the City.

|  |  |
| --- | --- |
| SOUTHAMPTON CITY MISSION EQUALITY MONITORING FORM | |
| Southampton City Mission is actively opposed to discrimination and is working towards equality of opportunity for all who apply to us for employment.  To help monitor our policy of equal opportunities, we would be grateful if you would complete this form and return it in a separate envelope with your application. It will be kept separate from your application form.  Your help in this matter is entirely voluntary and will in no way affect your application. | |
| Post applied for: | |
| **I would describe myself as:** | |
| WHITE  □ English □ Welsh  □ Scottish □ Northern Irish  □ Irish □ British  □ Gypsy or Irish Traveller  □ Other white background, please state:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ Prefer not to say | ASIAN/ASIAN BRITISH  □ Indian □ Pakistani  □ Bangladeshi □ Chinese  □ Other Asian background, please state:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    □ Prefer not to say |
| MIXED/MULTIPLE ETHNIC GROUPS  □ White and Black Caribbean  □ White and Black African  □ White and Asian  □ Other mixed background, please state:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ Prefer not to say | BLACK/AFRICAN/CARIBBEAN/BLACK BRITISH  □ African  □ Caribbean  □ Other Black/African/Caribbean background, please state:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ Prefer not to say |
| OTHER ETHNIC GROUP  □ Arab  □ Any other ethnic group:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    □ Prefer not to say | YOUR GENDER  □ Man □ Non-binary  □ Woman □ Prefer not to say  If you prefer to use your own term, please specify here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| AGE  □ 16-24 □ 25-29 □ 30-34 □ 35-39 □ 40-44 □ 45-49 □ 50-54 □ 55-59 □ 60-64 □ 65+  □ Prefer not to say | |
| Are you married or in a civil partnership? □ Yes □ No □ Prefer not to say | |
| Do you consider yourself to have a disability or health condition?  □ Yes □ No □ Prefer not to say | |
| What is your religion or belief?  □ None □ Buddhist  □ Christian □ Hindu  □ Jewish □ Muslim  □ Sikh □ Other:  □ Prefer not to say | How would you describe your sexual orientation?  □ Towards persons of the same sex  □ Towards persons of the opposite sex  □ Towards persons of the same and the opposite sex  □ Prefer not to say |
| Where did you see this job advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| For office use only.  Applicant reference number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |