

**Housing and Support Officer Application Form**

**(please also supply a copy of your latest CV)**

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| --- | --- | --- | --- |
| **Title** | Mr / Mrs / Miss / Dr / Other (Please specify) | | |
| **First Name** |  | **Surname** |  |
| **Email address\*** |  | | |
| **Contact address** |  | | |
| **Postcode** |  | | |
| **Phone Number** |  | **Mobile** |  |

*\*By giving us your email address you are giving us permission to contact you in this way*

1. **Working with Lifeline**

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| **Please could you tell us why you are interested in working with Lifeline?** |
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| **What is it about this role that attracts you?** |
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1. **Faith**

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| **As a Christian organisation, we require our employees to identify with our Christian ethos and values. How are you able to do this?**  **Do you attend a Church?** |

1. **About You**

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| **With reference to the Job Advert, please detail your experience, knowledge, skills, and training that you have which meet the requirements of the post. (please continue on a separate piece of paper if necessary)** |
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| **What would say your strengths are?** |
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| **What would say your weaknesses are?** |
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1. **Team player**

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| **What does being a team player mean to you?** |
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1. **Special Requirements**

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| **Do you have any special requirements/health issues that may need specific provision or that you feel Lifeline should be aware of?** |
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1. **Hobbies/Interests**

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| **What are your main hobbies and interests? Do you think these could in any way help our residents to progress forward in their lives?** |
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1. **Availability**

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| **When would you be able to commence work with Lifeline?** |
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**References**

Please give details of two referees. Both should know you well and for a minimum period of six months. Referees should not be family members

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| --- | --- | --- | --- |
| **Reference 1** | | **Reference 2** | |
| Name |  | Name |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
| In what capacity do you know this person? | | In what capacity do you know this person? | |
|  | |  | |
| How long have you known them? | | How long have you known them? | |
|  | |  | |

**Signed …………………………………………………………………………………………………………………………………………………….**

**Date …………………………………………………………………………………………………………………………………………………….**

**Privacy Notice for Job Applicants**

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, as prospective employees of our Company, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

1. **DATA PROTECTION PRINCIPLES**

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

* 1. processing is fair, lawful and transparent

1. data is collected for specific, explicit, and legitimate purposes
2. data collected is adequate, relevant and limited to what is necessary for the purposes of processing
3. data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
4. data is not kept for longer than is necessary for its given purpose
5. data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
6. we comply with the relevant GDPR procedures for international transferring of personal data
7. **TYPES OF DATA HELD**

We keep several categories of personal data on our prospective employees in order to carry out effective and efficient processes. We keep this data in recruitment files relating to each vacancy and we also hold the data within our computer systems, for example, recruitment logs.

Specifically, we hold the following types of data:

1. personal details such as name, address, phone numbers;
2. name and contact details of your next of kin;
3. your photograph;
4. your gender, marital status, information of any disability you have or other medical information;
5. right to work documentation;
6. information gathered via the recruitment process such as that entered into a CV or included in a CV cover letter;
7. references from former employers;
8. details on your education and employment history etc;
9. driving licence;
10. criminal convictions
11. **COLLECTING YOUR DATA**

You provide several pieces of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies. Should you be successful in your job application, we will gather further information from you, for example, your bank details and next of kin details, once your employment begins

1. **LAWFUL BASIS FOR PROCESSING**

The law on data protection allows us to process your data for certain reasons only. The information below categorises the types of data processing we undertake and the lawful basis we rely on.

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| **Activity requiring your data** | **Lawful basis** |
| Carrying out checks in relation to your right to work in the UK | Legal obligation |
| Making reasonable adjustments for disabled employees | Legal obligation |
| Making recruitment decisions in relation to both initial and subsequent employment e.g. promotion | Our legitimate interests |
| Making decisions about salary and other benefits | Our legitimate interests |
| Making decisions about contractual benefits to provide to you | Our legitimate interests |
| Assessing training needs | Our legitimate interests |
| Dealing with legal claims made against us | Our legitimate interests |
| Preventing fraud | Our legitimate interests |

1. **FAILURE TO PROVIDE DATA**

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract of employment with you. This could include being unable to offer you employment or administer contractual benefits.

1. **CRIMINAL CONVICTION DATA**

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment. We use criminal conviction data to determine your suitability, or your continued suitability for the role. We rely on the lawful basis of legal obligation to process this data.

1. **WHO WE SHARE YOUR DATA WITH**

Employees within our company who have responsibility for recruitment will have access to your data which is relevant to their function. All employees with such responsibility have been trained in ensuring data is processing in line with GDPR.

1. **PROTECTING YOUR DATA**

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

1. **RETENTION PERIODS**

We only keep your data for as long as we need it for, which, in relation to unsuccessful candidates, is six months to a year. If your application is not successful and we have not sought consent or you have not provided consent upon our request to keep your data for the purpose of future suitable job vacancies, we will keep your data for six months once the recruitment exercise ends. If we have sought your consent to keep your data on file for future job vacancies, and you have provided consent, we will keep your data for nine months once the recruitment exercise ends. At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent. Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data and there will be no consequences of withdrawing consent. If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

1. **YOUR RIGHTS**

You have the following rights in relation to the personal data we hold on you:

1. the right to be informed about the data we hold on you and what we do with it;
2. the right of access to the data we hold on you. We operate a separate Subject Access Request policy and all such requests will be dealt with accordingly;
3. the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected;
4. the right to have data deleted in certain circumstances;
5. the right to restrict the processing of the data;
6. the right to transfer the data we hold on you to another party;
7. the right to object to the inclusion of any information;
8. the right to regulate any automated decision-making and profiling of personal data.

In addition to the above rights, you also have the unrestricted right to withdraw consent, that you have previously provided, to our processing of your data at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

1. **MAKING A COMPLAINT**

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

1. **DATA PROTECTION COMPLIANCE**

Our Data Protection Officer is Carl Good (carl@lifelineharrogate.co.uk)