

SARSAS

*Listen.
Believe.
Support.*

Job application form

Personal information (confidential)

Application for employment	
Return this form to:	recruitment@sarsas.org.uk
Position applied for:	

Personal details			
Name:			
Address:			
Email:			
Telephone (landline):			
Mobile:			
Do you have a current right to work in the UK?	Yes		No
If no, please provide details.			

Please tell us how you heard about this opportunity.	
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Reasonable adjustments

The selection process consists of this form and an interview. Do you need any adjustments to be able to participate in this process? If so, please specify.

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SARSAS is a Disability Confident Committed Employer. We will ensure that we invite disabled applicants to interview who meet the minimum criteria for the post. Please state below if you are disabled or have a long-term health condition.

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Criminal offences and safeguarding children and vulnerable adults

The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974 and is subject to a Disclosure and Barring Service (DBS) check. This means that you should provide information about all previous convictions, including those that are spent. Failure to disclose relevant information below could lead SARSAS withdrawing an offer of employment.

The information you provide here will be kept confidential and only disclosed to those parties relevant to the recruitment process. The disclosure of a criminal record will not necessarily prevent your employment with SARSAS. In making a decision, we will carefully consider any conviction's relevant to the appointment.

Have you at any time been convicted of a criminal offence?	Yes / No
Have you been restricted from working with children or vulnerable adults?	Yes / No

If the answer to either or both of these questions is "Yes", please give details below:

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Education		
Please provide your education history here:		
Year(s)	School / college / university	Qualification gained

Other training		
Please provide details of training relevant to this post		
Year(s)	Provider	Qualification(s) obtained

Employment history		
Name and address of employer(s)	Job title and main duties	Start date, date of departure and reason for leaving
Please note here any other employment that you would continue with if you were to be successful in obtaining this role:		

Voluntary work		
Organisation name and address	Role and responsibilities	Period

References

Please note here the details of two people from whom we may obtain both work and character references; at least one should be your current employer. Please include:

- Name
- Organisation name (where applicable)
- Address
- Email address
- Telephone number

1.

2.

Professional memberships

Please note here any membership you hold of professional bodies, including grade of membership or other relevant details:

Information in support of your application

Please tell us why you would like to work for SARSAS.

Please demonstrate, using relevant examples, how you meet the person specification as outlined in the job description.

We ask that your answer be no longer than two pages of A4 and in font no smaller than Arial pt. 12.

The information you give here will be used in the short-listing process.

Data protection statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Organisation will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of contract to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is below.

Equality and diversity monitoring

As part of our commitment to promoting equality of opportunity and valuing diversity at SARSAS, we believe it is important to collect and monitor equality and diversity information.

This enables us to better understand where we need to work towards increasing representation of people with protected characteristics including those related to disability, ethnicity, religion or belief and sexual orientation, who may experience direct or indirect discrimination/barriers to inclusion. Importantly, positive action to increase the diversity of our team will also help us to better reflect the diverse range of backgrounds and needs of our clients.

To support us with this, you are therefore invited to take part in completing the Equality and Diversity survey via this online form:

<https://forms.office.com/e/nAJ7rATsSU>

The information you provide is done so anonymously and will not be will not form part of the decision-making process.

Thank you for completing this form.

Declaration
<p>I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered.</p> <p>I understand that any offer of employment is subject to the Organisation being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and medical report (in line with the operation of the Equality Act 2010).</p>
Signed:
<p>You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.</p>

SARSAS Privacy Notice

Somerset and Avon Rape and Sexual Abuse Support (SARSAS) takes your privacy very seriously. It is the very ethos of the organisation and a fundamental part of creating trust between service users and staff/volunteers. All members of staff, volunteers and trustees must maintain strict confidentiality regarding any information about anyone connected to SARSAS.

Sharing information with third parties

No information will be shared with a third party outside SARSAS without written consent from the relevant person (except when a child or adult is at risk of harm or there is a court order or other legal requirement to share).

Your rights to access, update or delete your information

You can request to access the information held on you, amend it if there are inaccuracies or, if it is not a legal requirement to keep it, ask to have it deleted. For full details on how to access your data see our Privacy and Data Protection Policy see the SARSAS website.

Security and data retention

We will keep your information safe from unauthorised access, unlawful processing, accidental loss, destruction or damage. We will retain your recruitment information for 6 months. It will then be safely destroyed.

Feedback or concerns

We welcome feedback on how we are performing - contact our Data Protection Champion by email at: info@sarsas.org.uk or in writing at PO Box 2942, Bristol BS1 9EU giving your correspondence a heading: Data Protection Feedback. If you feel we are not processing your information fairly and lawfully, you can report a concern to the Information Commissioners Office. <https://ico.org.uk/concerns/>