

NORTH SMETHWICK DEVELOPMENT TRUST

JOB APPLICATION FORM

DATA PRIVACY STATEMENT

This data privacy statement explains how we use information we collect, as well as your rights over any personal information we hold about you. I hereby consent to the recruiting organisation processing and retaining my personal data contained within this application form for recruitment, selection and employment related purposes in relation to this application only. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport, visa or full birth certificate and national insurance number document to confirm this. (Further details are available from the UK Visas & Immigration Website).

I agree to my data being used for processing my application for employment

SECTION 1 - PERSONAL INFORMATION

Title	
First name	
Middle name	
Last name	
Contact Information	
E-mail address	
Contact telephone number	
House number/name	
Address line 2	
Address line 3	
City/town	
Post code	
Where did you hear about this vacancy?	

SECTION 2 - EMPLOYMENT HISTORY

Are you eligible to work in the UK?

Are you currently an employee of North Smethwick Development Trust?

Have you previously worked for North Smethwick Development Trust?

EMPLOYMENT HISTORY (CURRENT)

Current / Most recent Employer			
Job title			
From		TO	
Address of Employer			

Brief details of duties and responsibilities <i>(no more than 200 words)</i>	
Salary	
Reason for leaving	
Notice period	

EMPLOYMENT HISTORY (PREVIOUS)

Employer			
Job title			
From		Until	
Address of Employer			
Brief details of duties and responsibilities <i>(no more than 200 words)</i>			
Salary			
Reason for leaving			
Notice period			

EMPLOYMENT HISTORY (PREVIOUS)

Employer			
Job title			
From		Until	
Address of Employer			

Brief details of duties and responsibilities <i>(no more than 200 words)</i>	
Salary	
Reason for leaving	
Notice period	

EMPLOYMENT HISTORY (PREVIOUS)

Employer			
Job title			
From		Until	
Address of Employer			
Brief details of duties and responsibilities <i>(no more than 200 words)</i>			
Salary			
Reason for leaving			
Notice period			

COMPLETE ON SEPARATE PAGE IF NEEDED

SECTION 3 - EDUCATION HISTORY

Name of school/college/university	Subject / Level	Date of completion	Result

MEMBERSHIPS

Name of Association	Membership type and number	Expiry date

TRAINING

Course title	Result and awarding body	Completion date

SECTION 4 – SUPPORTING INFORMATION

Give details of other relevant experience, skills and personal qualities, that will enable you to undertake the position applied for successfully (**not more than 400 words**).

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SECTION 5 - REFERENCES

Please provide two referees, one of whom must be your current or most recent employer. If you do not have employment history then please provide a character reference. This should not be a friend or family member.

First Referee Name	
Organisation	
Job title	
Type of reference (personal/employer/other)	
E-mail	
Daytime Phone number	
Address line 1	
Address line 2	
Post code	
Are we able to approach this referee?	

Second Referee name	
Organisation	
Job title	
Type of reference (personal/employer/other)	
E-mail	
Daytime Phone number	
Address line 1	
Address line 2	
Post code	
Are we able to approach this referee?	

DECLARATION

All employees are required to promote and demonstrate the values of good governance through upholding high standards of conduct and behaviour. This includes ensuring that employees of the authority are not influenced by prejudice, bias or conflicts of interest. A conflict of interest would prejudice an employee's ability to perform his or her duties and responsibilities objectively.

As a responsible employer we aim to ensure that any possible conflict of interests is identified at the recruitment stage.

Therefore, if are you related to, or in a personal relationship with, any Employee, Trustee or Director currently working for North Smethwick Development Trust, or to a Council Elected Member (Councillor or Member of Parliament), please explain and specify who they are and your relationship to them:

Their NAME	Their JOB TITLE	Your RELATIONSHIP

Failure to make a proper disclosure, or any form of canvassing may disqualify you for the appointment, and if appointed, could result in dismissal without notice.

SELF-DECLARATION OF SUITABILITY TO WORK

If you have a conviction which is not spent under the terms of the Rehabilitation of Offenders Act 1974 you must tell us about these. Please give details and dates of any unspent convictions.

Where a driving licence is required please include any driving offences. For guidance on the filtering of convictions please go to: <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website; <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Failure to disclose may result in the withdrawal of your application or dismissal from any job offer in relation to this form.

Do you have any unspent convictions?	
If Yes, Please specify	

If this post requires a driving licence please confirm if you have any driving offences below	
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Thank you for completing the application form

Please send completed form to: info@nsdt.org.uk