Thank you for interest in this position. Please complete this form

in full in order to apply for this vacancy and send this along with a CV and cover letter, and link to or file of a recording of you singing (for up to five minutes) to musicdirector@stpeterdebeauvoir.org.uk.

The deadline for application is **Friday 13th September at 12.00 Noon.**

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of GDPR.

**Referees**

Please give the names, phone numbers and email addresses of 2 referees that cover the last 3 years of your employment or professional musicianship.

Please note that we will contact these referees prior to interview and by supplying their names and addresses you indicate your concent to this. **Please note we cannot accept references from family members.**

|  |  |  |
| --- | --- | --- |
| **Name and Address** | **Telephone Number** | **Email Address** |
| 1.  Relationship to me: |  |  |
| 2.  Relationship to me: |  |  |

**DECLARATIONS Only Use Parts In Red For Roles With Regulated Activity With Vulnerable Groups**

**Rehabilitation of Offenders Act 1974**

The nature of the work for which you are applying involves working with vulnerable adults or children. Therefore, the post is exempt from the provisions of Section 4 (2) of the above Act and all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. Applicants are NOT entitled to withhold information about convictions which are considered SPENT under the provision of the Act.

Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature of the position and circumstances and background of your offence.

Have you at any time been convicted of an offence, spent or unspent? \*YES / NO \*Delete as appropriate

Have you ever received any cautions, reprimands, final warnings or convictions? \*YES / NO \*Delete as appropriate

**Professional Conduct**

Have you been subject to any investigation into your professional conduct by any licensing, regulatory or professional body in the UK or any other country where the outcome was adverse? \*YES / NO \*Delete as appropriate

Are you currently the subject of any investigation by any professional organisation in the UK or any other country, which might lead to your removal from any of their lists? \*YES / NO \*Delete as appropriate

At the same time I agree to inform the parish immediately if any such investigation should be initiated. This includes issues, which may lead to such an investigation and/or have any bearing on my suitability to this post? \*YES / NO \*Delete as appropriate

If you have answered YES to any of the above questions please give details on a separate sheet. Any information supplied will remain confidential and will be considered only in relation to your application for this post.

**Please read and sign:**

**I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that the PCC is not legally allowed to employ persons who are deemed “not fit” to work with vulnerable adults or children and that if any of the information I have given is found to be false or misleading, the PCC can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.**

**I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.**

Signed……………………………………………………….. Date

**General Data Protection Regulations – Consent for Job Applicants**

In May 2018 the law changed about how companies record, store and use individuals’ personal data. The GDPR laws places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it. We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data. We are not planning to transfer your data outside the EEA.

**Your consent is requested**

We would like your consent to hold personal and special data about you in order that we can process your employment application. The data we wish to obtain and hold (a range of examples provided, but not limited to)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Type of data** | **Why we wish to hold it** | **How long it will be kept for** |
| **1** | **Recruitment data**  Previous employers  Types of job held at other companies  Previous salaries  Skills and qualifications obtained | This will allow us to make a decision on your suitability for employment/engagement | Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months |

**Agreement to use my data**

I hereby freely give my prospective employer St Peter de Beauvoir Town consent to use and process my personal data relating to my job application (examples of which are listed above).

**In giving my consent:** I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR). I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge. I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed. I understand that if I am unsuccessful with my application my data will be destroyed after 6 months. I understand the Data Controller for St Peter De Beauvoir is the Vicar and I can contact them directly if I have any questions or concerns. Their e-mail address is frsimon@stpeterdebeauvoir.org.uk. I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Name: ...…………………………………………………………

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