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**Data Protection Privacy Notice and Confidentiality Statement**

As part of any recruitment process, the Company collects and processes personal information, or personal data, relating to job applicants. This personal information may be held by the Company on paper or in electronic format.

Base 51 is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018. The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information both during and after the recruitment process.

Base 51 collects, uses and processes a range of personal information about you during the recruitment process. This includes (as applicable):

* your contact details, including your name, address, telephone number and personal e-mail address
* personal information included in a CV, any application form, cover letter or interview notes
* references
* information about your right to work in the UK and copies of proof of right to work documentation
* copies of qualification certificates
* other background check documentation
* details of your skills, qualifications, experience and work history with previous employers
* information about your current salary level, including benefits and pension entitlements
* your professional memberships

The Company may also collect, use and process the following special categories of your personal information during the recruitment process (as applicable):

* whether or not you have a disability for which the Company needs to make reasonable adjustments during the recruitment process
* information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation
* information about criminal convictions and offences.

This privacy notice applies to all job applicants, whether they apply for a role directly or indirectly through an employment agency. It is non-contractual.

We do not envisage that any recruitment decisions will be taken about you based solely on automated decision-making, including profiling.

All data is stored in secure locations, for both electronic and paper records, and is only accessible to authorised workers.

The Company will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected and processed.

If your application for employment or engagement is unsuccessful, the Company will generally hold your personal information for six months after the end of the relevant recruitment exercise but this is subject to: (a) any minimum statutory or other legal, tax, health and safety, reporting or accounting requirements for particular data or records, and (b) the retention of some types of personal information for up to six years to protect against legal risk, e.g. if they could be relevant to a possible legal claim in a tribunal, County Court or High Court. If you have consented to the Company keeping your personal information on file for in case there are future suitable employment opportunities with us, the Company will hold your personal information for a further one year after the end of the relevant recruitment exercise, or until you withdraw your consent if earlier.

Where an appointment is made, appropriate records will be transferred to a personnel file and retained in line with the organisation’s Data Protection Policy. Further information on the retention of records and a full copy of the privacy notice can be requested by contacting Base 51 on 0115 952 5040.

**2021-22**

**PRIVATE AND CONFIDENTIAL**

**Job Application Form BASE 51**

**Vacancy Details**

**Post:** Trainee Receptionist and Support Assistant

The information requested in this form is important to assessing your application. Please complete accurately and in full. Please read the information provided with this form before completing your application form.

**Closing Date:** 12pm Monday 27th June 2022

**Personal Details**

**OFFICE USE ONLY**

**Application No.**

**Date Received:**

**Short Listed:**

**Interview:**

**Post Offered:**

|  |  |
| --- | --- |
| **Surname:** | |
| **Forenames:** | |
| **Address:** | |
| **Postcode:** |  |
| **Telephone Home:** |  |
| **Mobile:** |  |
| **E-Mail:** |  |



***Office Use Only***

*Post: Trainee Receptionist and*

*Support Assistant*

*Application No: \_\_\_\_\_\_\_\_\_\_\_\_\_*

**Job Application Form BASE 51**

Are you currently in any form of regular paid employment / work? YES NO

(please circle/highlight)

**Present Employment Details**

|  |
| --- |
| **Name and address of present employer (including work in a voluntary capacity where not in paid employment):** |
|  |
| Job Title:  Date commenced: |
| Brief description of duties and responsibilities: |
| Grade: Salary / Wage Other financial benefit: |
| Job title of immediate supervisor: Period of notice: |



**Job Application Form BASE 51**

**Previous Employment** (earliest first and including any government training initiative, unpaid and voluntary work experience) **the reason for leaving must be stated in every case.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From  Month/  Year | To  Month/  Year | Employer | Job title and grade | Wage/salary | Reason for leaving |
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**Education** –Proof of qualifications may be required at interview.

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| --- | --- | --- | --- | --- |
| **Date**  **From** | **To** | **Schools, Colleges attended –**  **Including part time** | **Qualifications gained or pending –**  **Please state subject and level** | **Grade** |
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**Membership of professional bodies**

|  |  |  |  |
| --- | --- | --- | --- |
| **Body** | **Grade of membership** | **Whether by exam** | **Date** |
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**Attendance of training courses relevant to your employment**

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| --- | --- | --- | --- |
| **Organising body** | **Course title** | **Duration** | **Date** |
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**Information in support of your application**

Please complete the following section explaining how you meet **each of the criteria marked in the ‘A’ column of the person specification** for this post. The shortlisting process directly reflects the areas listed on the person specification and as such it is important that you reflect the knowledge, skills and experience referenced in this document.

You should draw on your knowledge, skills and experience, etc. gained from your paid work, training, domestic responsibilities, education, leisure interests and voluntary activities. Please refer to the ‘suitability for the job’ document for further guidance.

CV’s will not be accepted, and your application will only be considered if this section is completed.

(Please note that the size of the text box will expand as you type)

|  |
| --- |
| Information in support of application |
|  |

**References**

Please give the names of two referees who may be contacted in respect of your application. The first must be from your current/last employer (or head teacher if you are a school leaver). The second should be from a previous employer (or a person who you have worked for in a voluntary/unpaid capacity or a teacher if you have no employment history).

|  |  |
| --- | --- |
| **Name and address:** | **Name and address:** |
| **Post Code**: | **Post Code:** |
| **Position:** | **Position:** |
| **Telephone No:** | **Telephone No:** |
| **Email Address:** | **Email Address:** |
| **May we contact prior to interview?**  **Yes** **No** | **May we contact prior to interview?**  **Yes** **No** |

**Consent to request references**

**In order to comply with data protection legislation, Base 51 requests your consent to contact these individuals to ascertain your suitability for this post. If you are willing to provide your consent, please complete the section below.**

I provide consent for Base 51 to contact my references to investigate my past employment and professional activities. I also agree to release from liability all persons and companies providing this information. I understand and acknowledge that any offer of employment is conditional upon Base 51 being completely satisfied with the information provided as a result of this reference check.

Applicant signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I understand that entering my name above will act as an electronic signature.**

**General details**

|  |
| --- |
| **Please give details of any dates during the next six weeks when you would not be available for interview.** |
| **Please tell us about any requirements that you would like us to consider to ensure your full participation in this recruitment and selection process. E.g. wheelchair access, sign language interpreter, additional reading time etc.** |
| **Are you related to any members of the BASE 51 Board of Directors? If so, state name and relationship.** |
| **Are you related to any members of the BASE 51 staff team? If so, state name and relationship.** |

**Declaration**

**I declare that the information given in this application is true.**

**I accept that should I not have provided full and accurate information it could result in me not being appointed, an offer of employment being withdrawn or disciplinary action being taken against me. I understand that entering my name below will act as an electronic signature.**

**Signed Date**

This form should be returned either via email to [info@base51.org.uk](mailto:info@base51.org.uk) or in an envelope marked ‘**APPLICATION FORM**’ to:

|  |  |
| --- | --- |
| Recruitment  (Private and Confidential)  Base 51  NGY myplace  29-31 Castle Gate  Nottingham  NG1 7AR | To help us reduce our costs, we do not automatically acknowledge receipt of application forms or write to unsuccessful applicants.  IF YOU HAVE HEARD NOTHING WITHIN 2 WEEKS OF THE CLOSING DATE, PLEASE ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL |