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| **Data Privacy Statement**  **Please read the attached Privacy notice before you complete this form to ensure you are aware of how your data is used** | | | |
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| **Your Details** | |
| Title (e.g. Mr / Ms) |  |
| First & Middle Names: |  |
| Surname Name: |  |
| House / Flat No: |  |
| Street: |  |
| Town |  |
| County |  |
| Postcode: |  |
| Mobile No: |  |
| Home No: |  |
| Email Address: |  |
|  | |
| Current Job Title: |  |
| Location: |  |
| Line Manager: |  |

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|  | **Reasonable Adjustments** | | |
| Do you have a disability that you would like us to know about at this stage? (please circle answer) | | YES | NO |
| If yes, what reasonable adjustments do you require? | | | |
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| **Work Related Qualifications** |
| Please provide details of your work related qualifications, particularly any mandatory qualifications required to undertake the role for Herts at Home |
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| **Gaps in Employment** | | | | | | | | | |
| Do you have any gaps in your employment? (please circle answer) | | | | | | | YES | | NO |
| If yes, please provide dates and reasons for gaps | | | | | | | | | |
| **Locations and Hours of Work** | | | | | | | | | |
| Do you have any restrictions on where and when you are able to work? (please circle answer) | | | | | | | YES | | NO |
| Please provide details of areas/towns and days of the week and times you are available for work. | | | | | | | | | |
|  | | | | | | | | | |
| **Full Employment History** | | | | | | | | | |
| From  (mm/yyyy) | To  (mm/yyyy) | | Employer | | Job Title & Brief Description | | | Reason for leaving | |
|  |  | |  | |  | | |  | |
| **Reference Details** | | | | | | | | | |
| Please provide two referee, please note where possible, they must be known to you in a professional capacity e.g. employer | | | | | | | | | |
| **Reference One** | | | | | | | | | |
| Referee’s full name | |  | | | | | | | |
| Referee’s relationship to you (e.g. Manager) | |  | | | | | | | |
| Referee’s email address (not personal e.g.. Hotmail) | |  | | | | | | | |
| Referee’s contact phone number | |  | | | | | | | |
| Referee’s postal address | |  | | | | | | | |
| **Reference Two** | | | | | | | | | |
| Referee’s full name | |  | | | | | | | |
| Referee’s relationship to you (e.g. Manager) | |  | | | | | | | |
| Referee’s email address (not personal e.g.. Hotmail) | |  | | | | | | | |
| Referee’s contact phone number | |  | | | | | | | |
| Declaration  *I declare that all the information I have provided in this form is true and I accept that if any of*  *the enclosed information within my application is found to be untrue or misleading, after my appointment, I may be liable for dismissal without notice.* | | | | | | | | | |
| Signature: | | | | Date: | |  | | | |
| Print: | | | |  | | | | | |

Hertfordshire County Council in partnership with **Herts at Home**

**Privacy Notice for completion of application form for employment**

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| **Why we need your information**  The data on this form is being gathered for recruitment and employment purposes. Hertfordshire County Council in partnership with Herts at Home will use this information to carry out and record results of your employment checks and process you as a new employee and set up a personnel record.  **T**he information you have provided to us will be used alongside additional information obtained from **the DBS check, Occupational Health check, Proof of right to work, references, new starter form and any other documents related to the recruitment and employment process.**  **What we will do with your information**  The information you give us will be held by Hertfordshire County Council in partnership with Herts at Home and will only be used for recruitment and employment purposes. In order to deliver this service we will share your information with relevant contractors and partners associated with the employment process.  We may also share information with third parties if we are legally obliged to do so, for example if it is necessary to safeguard or protect children or vulnerable adults.  We may also share information with the police or other agencies if it is necessary for the following purposes:  a) the prevention or detection of crime  b) the apprehension or prosecution of offenders  c) the assessment or collection of any tax or duty or any imposition of a similar nature |
| **How long we will keep your information**  The information that you supply to us will be kept on file until the end of your employment with Herts at Home. |
| **What are your rights?**  Hertfordshire County Council in partnership with Herts at Home will be the Data Controller for this information.  You have the following rights in relation to this data:   * You have the right to be informed about what information we hold about you and how we use it. * You have the right to request copies of any information Hertfordshire County Council in partnership with Herts for Home holds about you by making a subject access request. * If information we hold about you is factually inaccurate you have the right to have it corrected. * You have the right to object to the way we are using your data. * You have the right to request that your data is deleted. However we may be unable to delete your data if there is a need for us to keep it. In this case you will receive an explanation of why we need to keep the data. * You can also request that we stop using your data while we consider a request to have it corrected or deleted. There may be some circumstances in which we are unable to do this however we will provide an explanation if this is the case. * In certain circumstances you may also request data we hold about you in a format that allows it to be transferred to another organisation. * In the event that decisions are taken using automated processes you have the right to request that these decisions are reviewed by a member of staff and to challenge these decisions.   If you would like to request copies of your data, request that your data is deleted or have any other queries in relation to data which Hertfordshire County Council in partnership with Herts at Home holds about you please contact the Data Protection Team.  Data Protection Team  Hertfordshire County Council County Hall Pegs Lane Hertford SG13 8DQ  Tel: 01992 588099  Email: [data.protection@hertfordshire.co.uk](mailto:data.protection@hertfordshire.co.uk)  You can also contact our Data Protection Officer at [dataprotection.officer@hertfordshire.gov.uk](mailto:dataprotection.officer@hertfordshire.gov.uk) or in writing to the address above.  If you are unhappy with the way that Hertfordshire County Council in partnership with Herts at Home has used your data or with the way we have responded to a request you also have the right to contact the Information Commissioner’s Office www.ico.org.uk . |