

MU Guildford Application Form

Notes for applicants:

1. Please complete this form electronically or in **black ink**
2. Please complete all sections in full

Role applied for:

Date submitted:

Personal details

Title:		Last Name:	
First Name(s):			
Address:			
Postcode:			
Mobile Telephone Number:			
E-mail address:			
Do you hold a full UK driving licence?	Yes:	No:	

Eligibility to Work in the UK

Are you eligible to work in the UK?	
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All employees must provide original specified documents to the company to confirm they have the right to work in the UK to comply with the Immigration, Asylum and Nationality Act 2006

Are you legally entitled to work in the United Kingdom and if interviewed, can produce one of the following documents from the list below?:

- ❖ A UK passport
- ❖ An EU passport or national identity card
- ❖ A UK residence permit issued by the Home Office
- ❖ An application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment

Or two from the following:

- ❖ An official document bearing a national insurance number along with a birth certificate, or letter from the Home Office, or an immigration status document.
- ❖ A work permit, along with a passport, or a letter from the Home Office.

In either case, these must confirm the holder has permission to enter or remain in the UK and take the work permit employment in question.

Signed in agreement:		Date:	
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Education/Qualifications

School	Qualification and Grade	Date Obtained
College/University	Qualification and Grade	Date Obtained
Ongoing Professional Development	Qualification and Grade	Date Obtained
Any other course/training details (including length of course/nature of training)		

Employment History

Please list in reverse chronological order, with the current or most recent employer first.
Please include as much information as possible for recent employment. For historic employment, basic information like job title, employer and dates employed is adequate.

Current or Most Recent Employer:

Name of Employer:			
Address:			
Postcode:			
Position held:			
From:		To:	
Salary:		Notice Period:	
Reason for Leaving:			
Brief description of responsibilities/duties (max 150 words):			

Previous Employer

Name of Employer:			
Address:			
Postcode:			
Position held:			
From:		To:	
Salary:		Notice Period:	
Reason for Leaving:			
Brief description of responsibilities/duties (max 150 words):			

[illegible]

References

Please provide the details of two employer referees and two character referees that we can contact, and to whom you should not be related. References will be taken up if you commence employment with us.

Work/Employer Reference 1

Name:		
Their Position (job title):		
Work Relationship:		
Organisation:		
Dates Employed:	From:	To:
Address:		
Postcode		
Telephone No:		
E-mail:		

Work/Employer Reference 2

Name:		
Their Position (job title):		
Work Relationship:		
Organisation:		
Dates Employed:	From:	To:
Address:		
Postcode		
Telephone No:		
E-mail:		

Character Reference 1 (not family member)

Name:		
Their relationship to you:		
How long have they known you?:	From:	To:
Address:		
Postcode		

Character Reference 2 (not family member)

Name:		
Their relationship to you:		
How long have they known you?:	From:	To:
Address:		
Postcode		

Telephone No:		Telephone No:	
E-mail:		E-mail:	

Supporting Information

1. Please tell us why you are applying for this role, with reference to how your experience and skills meet the requirements of the job (500 words max):

2. Can you tell us what you think might be distinctive about performing this role within a faith context? (500 words max):

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Access Requirements

Do you have any access requirements we need to be aware of?	
If so, are there any reasonable adjustments that we can make to help you in the application or interview process?	
Under the Equality Act 2010 are you requesting a guaranteed interview?	

Declarations/Consent

The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. In addition, the post you are applying for is a regulated activity with Mother's Union Guildford. If you have been barred from undertaking regulated activity with the Mother's Union (any region), you cannot continue with this application. A barred person is breaking the law if they seek, offer or engage in regulated activity with a group from which they are barred from working. Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature of the position and the circumstance and background of the offence. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.	
Have you at any time been convicted of an offence, spent or unspent?:	
Have you ever received any cautions, reprimands, final warnings or convictions?:	
If yes to either of the above, please provide more details:	

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?	
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?	
At the same time, I agree to inform the Diocese of Guildford and the Mother's Union 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.	
If you have answered YES to the first or second question above, please provide further details below. Any information supplied will remain confidential and will be considered only in relation to your application for this post.	

General Data Protection Regulations & Consent for Applicants

In May 2018 the law changes about how companies record, store and use individuals' personal data. Currently the Data Protection act cover how this is managed, but this new GDPR law means we have to change some of our working practices.

We need to collect and hold data about you to enable us to process your job application. 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.

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
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. It will help us to decide which team you may be most suitable in.	Data obtained during recruitment will only be kept until your application has been declined and then destroyed after 6 months. If a job offer is made and more comprehensive GDPR consent form will be issued.

Agreement to use my data

I hereby freely give my prospective employer Mother's Union Guildford 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 Protection Officer is the Mother's Union Guildford trustee board, and I can contact him/her directly if I have any questions or concerns.
- ❖ 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)

Signed:

Date:

Declaration

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 Mother's Union Guildford 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 Mother's Union Guildford 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:

Is there anything else that we need to know in support of your application, or regarding working arrangements?

Submitting your application

By hand or post:
MU Office, All Saints Church, 564 Woodham Lane,
Woking GU21 5SH

By email and all enquiries:
guildford.mothersunion@gmail.com

Thank you for applying. We will contact you once we have reviewed your application.