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| **Application for the post of Café Manager** |

Please Email completed Application Form to *vacancies@gatewaychurchashford.co.uk*

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| Surname (block capitals): Mr/Mrs/Miss/Ms  Other names: |

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| **Address** |  |
| **Telephone** |  |
| **Telephone Home** |  |
| **Email Address** |  |
| **National Insurance No.** |  |

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| Do you require permission/sponsorship to work in the UK?  (NB The successful candidate will be required to provide proof of their right to live and work in the UK.) |

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| **Present Post** |  |
| **Name of employer** |  |
| **Address** |  |
| **Date appointed** |  |
| **Notice required** |  |
| **Annual Salary** |  |
| **Other renumeration or benefits** |  |

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| **Previous Employment (start with most recent and add rows to this table if necessary)** | | | | | |
| **Name of Employer** | **Post** | **From (MM/YY)** | **To (MM/YY)** | **Salary** | **Reason for leaving** |
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| **Please give details of any gaps in your employment history:** |

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| **Employment details:**  **(Please give details of your duties and responsibilities in your present or last employment)** |

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| **Education, Training and Qualifications (Start with most recent)** | | | |
| **Schools, colleges universities attended** | **Qualification (e.g. A-level)** | **Date of award (e.g.06/2010)** | **Grade/Class** |
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| **Other relevant training or qualifications gained** | |
|  | **Date** |
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| **Personal Statement:** This application form is an important part of our selection procedure. Please state your reasons for applying for this post and why you would be the best candidate for this position, emphasising any points which you consider relevant to your application. Continue onto a separate sheet if necessary. |

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| **Names and addresses of two referees:**  **(At least one referee must be your most recent employer except where there is no such employment)** | |
| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Address: | Address: |
| Relationship to you: | Relationship to you |
| Tel: | Tel: |
| Email: | Email: |
| Your referees will be contacted if you receive an offer of employment | |

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| Do you consider yourself to have a disability? Yes/No |
| Please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process? |

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| **Do you have:**  a) A full current driving licence? YES/NO  b) A car you can use for work? YES/NO  Are you licensed to drive any of the following (please delete those you are not licensed to drive):  Private Car only / Motor Bike / HGV / PSV / other (please give details): |

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| The particulars contained in my application are correct and I understand that failure to complete this form accurately and honestly may adversely affect any contract of employment made with me.  Name: Date:  Please send this completed application form, together with any other relevant documentation to *vacancies@gatewaychurchashford.co.uk*  **PRIVACY NOTICE FOR ALL JOB APPLICANTS**  Gateway Church Ashford adheres to the General Data Protection Regulation (GDPR) and the Data Protection Act (2018). Gateway Church Ashford is a charitable company limited by guarantee under company number 1102554.  As part of any recruitment process, Gateway Church Ashford collects and processes personal data relating to job applicants.  We are committed to being transparent about how we collect and use data and to meeting our data protection obligations under the GDPR and DPA.  The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, before, during and after a job application process.  **What information do we collect?**  We collect a range of information about you. This includes:   * your name, address and contact details, including email address and telephone number; * details of your qualifications, skills, experience and employment history; * information about your current level of remuneration; * whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process; and * information about your entitlement to work in the UK;   We collect this information in a variety of ways. For example, data might be contained in our emails, application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.  We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. We will seek information from third parties only once a provisional job offer to you has been made and will inform you that we are doing so.  Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).  **Why do we process personal data?**  We need to process data to take steps at your request as a part of the job application process and prior to entering into a contract with you. We also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.  We process personal data during the recruitment process and for keeping records of the process.  Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims. We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.  We collect and uses your information under the following lawful bases:   1. where we have the consent of the data subject (Article 6 (a)); 2. where it is necessary for the performance of a contract with the data subject (Article 6 (b)); 3. where it is necessary for compliance with a legal obligation (Article 6 (c)); 4. where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6 (e)).   We will only process data where:   1. we have explicit consent; 2. processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement. In addition, the processing satisfies the requirements of Schedule 1 Part 1 of the DPA and / or 3. processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. In addition, the processing satisfies one of the requirements of 1 Part 2 of the DPA.   We will not use your data for any purpose other than the recruitment exercise for which you have applied.  **Who has access to data?**  Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Staff Team, interviewers involved in the recruitment process, and managers in the department with a vacancy, to the data is necessary for the performance of their roles.  We will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.  **How do we protect data?**  We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.  **How long do we keep data?**  If your application for employment is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process. If you wish for us to retain your details in relation to future opportunities, we will only do so with your consent.  If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.  **Your rights**  As a data subject, you have several rights. You can:   * access and obtain a copy of your data on request; * require us to change incorrect or incomplete data; * require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; * object to the processing of your data where we are relying on performance of a task in the public interest as the legal ground for processing; and * ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override our legitimate grounds for processing data.   If you would like to exercise any of these rights, please contact our Data Protection Officer Rachel Budd by writing to her at The Riverside Centre, Clockhouse, Ashford, Kent, TN23 4YN, or emailing her at Rachel.budd@gatewaychurchashford.co.uk and inserting ‘subject access request’ in the subject box.  If you believe that we have not complied with your data protection rights, you can complain to the  Information Commissioner.  **What if you do not provide personal data?**  You are under no statutory or contractual obligation to provide data to us during the recruitment process.  However, if you do not provide the information, we may not be able to process your application properly or at all. |
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