

CONFIDENTIAL



Please complete all questions in **black** ink or type and return to:

c3 UnitedLife
1c Manor Place
Sutton
Surrey
SM1 4BB

Office Tel: 020 8661 8725

Email: melissa@united-life.com

NB: Please note CVs are not acceptable

APPLICATION FOR POST OF: FINANCE & OPERATIONS MANAGER

RETURN BY: 5pm on Monday 11th June 2018

Your Personal Data is important to us and we comply with Data Protection legislation that governs our collection, processing, security and retention of this data. Before filling in this form:

Please indicate that you have read and agree to the Privacy Notice found at the end of this application form

Please indicate your consent to us processing your personal data for the purposes of recruiting for this post

Please indicate your consent to sensitive data being collected, processed and retained on your behalf for the purpose of recruiting for this post (Please refer to the sensitive data section in the Privacy Notice)

APPLICANT PERSONAL DETAILS

SURNAME:	(MR/MRS/MISS/MS)
	FIRST NAMES:
ADDRESS: (including postcode)	
CONTACT DETAILS:	HOME:
	WORK:
	MOBILE:
	EMAIL:
NATIONAL INSURANCE NUMBER:	<i>You will be asked to provide documentary proof of this, and your right to work in the UK if you are appointed to post</i>

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? YES / NO
(please circle)

If Yes, Please provide details:

If successful in your application, would you require a work permit prior to taking up employment? YES / NO
(please circle)

EDUCATION AND QUALIFICATIONS
(Including any relevant professional qualifications)

SCHOOL, COLLEGE, UNIVERSITY	Dates	Dates	COURSES & EXAMINATIONS TAKEN WITH RESULTS

EMPLOYMENT HISTORY

Please give details of all employment

List the information in chronological order with your current or most recent position first.

Any gaps in your employment and/or training and education history will be explored with you if you are called for interview

Employer's name and address	Dates	Position held	Salary and benefits	Reason for leaving

Please continue on a separate sheet if necessary...../

PERIODS WHEN NOT WORKING (Please give details of any voluntary work and reasons for periods when you have not been employed)				
From	To	Reason		
PROFESSIONAL DEVELOPMENT (Please give details of courses relevant to this application and indicate any awards earned)				
Course Title	Provider	Duration	Dates	Awards (if any)
MEMBERSHIP OF PROFESSIONAL BODIES				
Name of professional body	Membership status	Date membership commenced		

EXPERIENCE

You are invited to provide further information in support of your application. Please make full use of this section, and continue on additional sheets if necessary. Please make sure that you refer to the person specification and also include:

- The reasons why you are applying for this post
- The personal qualities and experience that you feel are relevant to your suitability for the post.
- Key responsibilities and achievements in your present or most recent job (s) which are relevant to this application.
- Details of any relevant interests or activities

Please continue on a separate sheet if necessary...../

REFEREES

Please give the name and contact details of your two most recent employment references, or you may choose one personal referee who has known you well for over 2 years. Please note this may not be a family member.

- *The first reference **must** be your present or most recent employer*
- *Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.*

References will only be sought for candidates invited for interview.

Please indicate if you give us permission to take up references prior to an offer of employment being made. I give / do not give permission (please circle)

Referee 1		Referee 2	
Name		Name	
Occupation		Occupation	
Address		Address	
Tel No.		Tel No.	
Fax No.		Fax No.	
Email address		Email address	
In what capacity do you know the referee?		In what capacity do you know the referee?	

When would you be available to start?

DECLARATION

Have you ever been convicted of a criminal offence that is **not** regarded as spent under the Rehabilitation of Offenders Act 1974
 YES / NO (please circle)

Are you currently facing any criminal convictions? YES / NO (please circle)

The successful applicant will be asked to personally apply for a Basic DBS Disclosure to confirm this on appointment.

Do you consider yourself to have a disability? YES / NO (please circle)

Are there any adjustments that may be required to be made should you be invited for interview? YES / NO (please circle)

If you have answered yes to any of the above questions, please provide details on a separate sheet in an envelope marked CONFIDENTIAL

I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal.

SIGNATURE OF APPLICANT..... DATE

Where this form is submitted electronically and without signature, electronic receipt of this form by C3 UnitedLife will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above.

Recruitment Privacy Notice

How we gather and use your information

About your information and data protection

This privacy notice summarises how we (C3 UnitedLife) use your information. For the purposes of the Data Protection legislation the Trustees of C3 UnitedLife are the data controller.

What sort of information do you hold on me?

We collect personal information (Contact details, NI Number & Right to work in the UK, Education, Employment History, Experience, Referee details, and Criminal Convictions Declaration - if relevant to the post) on your application form when you apply for an advertised position at C3 UnitedLife. We may also record extra information about you gathered subsequently via email or over the telephone from referees, for example, and notes taken as part of the interview process. This information is kept securely on a recruitment file in a locked filing cabinet within the main church office.

Is any of this information 'Sensitive Information'?

C3 UnitedLife recruit staff to our staff team who are fully supportive of our statements of faith, our equal opportunities policy and our vision and values as a church. Our recruitment literature details:

The nature of this role, the context in which it is carried out, and the direct link to the ethos of the organisation give rise to an 'occupational requirement' (OR) for the post-holder to be a Christian. There is a Genuine Occupational Requirement (GOR) that the post holder be a Christian in full support of C3 UnitedLife's vision and values and statements of belief. The post holder will be required to demonstrate a clear personal commitment to the Christian faith and a lifestyle that is consistent with the historic teaching of the New Testament.

Please fully read the policies sent out within our recruitment literature so that you are aware of our church values in these areas.

Our recruitment process gathers information on your application form and subsequently at interview as to your commitment to these things and your personal lifestyle. This would be classed as 'sensitive personal data' or 'special categories of personal data' which include your religious or philosophical beliefs and sexual lifestyle/sexual orientation.

Please indicate your consent to us collecting, processing, securely storing and retaining this sensitive personal data on your application form and as part of the interview process.

Please ensure you tick the consent box at the start of this application form. Failure to do so may hinder your application with us.

What is the basis we rely on for processing your information?

In applying for a job we ask for your consent in order to process the initial personal information provided to us on the application form. Please ensure you tick the consent box at the beginning of this application form to allow us to process this information. Failure to do so may hinder your application with us.

What do you do with my information?

We use your information to help make a recruitment decision as to your suitability against the Further Particulars for the post.

We may also use this information to contact previous employers and referees to confirm your employment history and to make a recruitment decision. Referees will not be contacted prior to an offer of employment being made without your permission.

If called for an interview the information on your application form will be used to feed into the interview process and help formulate interview questions.

If your application is successful, your application form will be used as an integral part of your personnel file and retained on your file for as long as you are employed by the church and retained for a period of time afterwards (usually 6 years) for us to answer questions on you and for any tax/legal requirements.

Who do you share my information with?

We only share your information:

- With specific staff within C3 UnitedLife church in order to process your application / interview
- Where we have your permission (e.g. referees / previous employers)
- Where we have to do so or where we're allowed to do so by law.
- With regulated bodies and authorities

How we protect your personal information?

We take the protection of your personal information seriously and comply with the provisions of data protection laws. Personal information is collected only to the extent required.

Appropriate security measures are in place to safeguard the personal information that is processed and stored in our systems.

Personal information may be transferred internally within C3 UnitedLife. We have internal policies in place to ensure an adequate level of protection irrespective of where in C3 UnitedLife your information is located.

Do you send my information to other countries?

We do not transfer your information outside of the European Economic Area. All processing of your data is used for local church purposes within the UK.

Retention of your Personal Data

Your application form and any further associated personal data such as interview notes, referee details etc. will be kept for a period of 1 year after the successful applicant is appointed to the post advertised. Your data will then be securely destroyed by shredding / permanent deletion of electronic files, unless we have your permission to keep your application 'on file' for any other suitable posts that subsequently may come available that may match your skills/experience.

How will you use my information to contact me?

We will use the personal contact information provided in your application form to contact you in relation to your application. This may be to invite you to an interview or follow up details on your application. If you have not heard from us within 6 weeks of the closing date you should assume that your application with us has been unsuccessful.

Will you send me marketing information?

The information you have provided is solely for the purposes of applying for the job we are advertising, and we will not send you any further direct advertising, or direct marketing information to the contact details you have provided us with.

What are my data subject rights?

As someone who has provided us with your personal data you have various 'data subject' rights. These include:

- The right to ask for access to the data we hold on you
- The right to ask for us to rectify any data that we hold that is wrong / out of date
- The right to ask us to stop processing your personal data
- the right to ask us to erase your personal data
- The right to lodge a complaint if you feel we are dealing with your personal data in a way that is not lawful

If you do ask for us to stop processing or erase your personal data this of course will hinder us in being able to take your application for the job any further.

If you would like to contact us about any of these things please email privacy@united-life.com