

**Application For Employment:**

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| **Position Applied for:** | | | | | | | |
| **Forename(s):** | | | | **Surname:** | | | |
| **Address:** | | | | | | | |
| **Telephone Number(s):** | | | | **Email:** | | | |
| **National Insurance Number:** | | | | **What is the best time/method to contact you?** | | | |
| **Are you legally able to work in the UK?** | | | | | | | |
| **EDUCATION:** | | | | | | | |
| **Dates** | | **School/College/University** | | | | **Qualifications Gained** | |
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| **Vocational / Professional Qualifications & Training:** | | | | | | | |
| **Dates** | | **Name of qualification / training** | | | | **Level achieved** | |
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| **EMPLOYMENT HISTORY:** | | | | | | | |
| **Dates** | **Employer** | | **Job Title** | | **Brief summary of duties** | | **Reason for leaving** |
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| **Please provide details of your relevant skills, knowledge & experience:** | |
| **Please outline the personal attributes & qualities that make you suitable for this role:** | |
| **Please give details of two people who can provide a reference for you:**  *(At least one should be your current or most recent employer. They will not be contacted before interview)* | |
| **Reference 1:**  Name:  Relationship to you:  Email address:  Phone number: | **Reference 2:**  Name:  Relationship to you:  Email address:  Phone number: |
| **Is there anything else you’d like us to know at this stage?** | |
| **Do you have a full, clean driving licence?**  **Do you have access to a vehicle for work?**  **Do you have a current, transferable Enhanced DBS check registered with the Update Service?**  **Are you willing to undergo an Enhanced DBS Check, should you be offered the role?** | |
| **Do you have any unspent criminal convictions?**  Please list any convictions not ‘spent’ under the Rehabilitation of Offenders Act 1974 | |
| **Declaration:**  I confirm that the information contained in the whole of this application form is complete and correct.  I understand that if I have provided any untrue or misleading information, Rubies has the right to terminate any employment that is offered.  I agree that if my application is successful, I will apply to the Disclosure and Barring Service for an Enhanced DBS Certificate. I understand that failure to do so may result in any offer of employment being withdrawn.  I also understand that any offer of employment is subject to the DBS application being to Rubies’ satisfaction.  I understand that my information will be retained in my personnel file for the duration of my employment and for up to six years thereafter in accordance with the Data Protection Act. | |
| **Signed:** | **Date:** |

**Please return via email to admin@wearerubies.org**

**Or mark the envelope as CONFIDENTIAL and post to:**

Rubies

14 Middlesbrough Road

South Bank

Middlesbrough TS6 6NR

Rubies is committed to ensuring that girls receive the highest quality support.

We therefore reserve the right to pause or stop this recruitment process at any stage - if this happens we will always talk to you about this decision.

Please feel free to contact us if you have any questions or need further information.



**Privacy Statement**

Rubies is committed to protecting personal data and respecting the rights of the staff, volunteers, children and families whose personal data we collect and use. We value the personal information entrusted to us and we aim to comply with all relevant laws by adopting good practice in order to protect this information.

We provide this statement in order to comply with the Data Protection Act (1998) and the General Data Protection Regulation (2018). For the purposes of the General Data Protection Regulation Rubies is the Data Controller.

**How we use your information:**

We respect your privacy and will treat all of the personal information we hold about you as private and confidential.

We collect, hold and process information about you to enable us to run the charity and manage our projects efficiently and effectively. Rubies has a ‘legitimate interest’ to store and use your data in this way.

Most of the information we hold will have been provided by you, for example in a consent form, email or other document you sign or give to us. Some information may be provided by external sources, such as from agencies who are working with you, for example schools.

Some information may also collected from external sources, such as references and Disclosure and Barring Service Checks for all trustees, staff and volunteers.

This information forms the basis of our confidential records, which we may hold in both electronic and securely-stored paper format.

We keep your personal information as secure as possible and we will not share your information with any other individuals, agencies or companies, except as required by law, for example in relation to safeguarding.

The length of time we will hold your personal information for depends upon the nature of the data. If you have given permission for us to keep you informed about future Rubies activities, we will retain your details for the sole purpose of notifying you of these activities and will not pass this information onto anyone else.

The staff, volunteers and trustees of Rubies will receive appropriate training to raise awareness of the importance of protecting personal information at all times.

**Your rights:**

You have a number of rights, including the right to see any information that we hold about you, to rectify any errors in the information we hold and to have your details removed from our records.

If you have a question about how we use your personal information, or have any concerns about how your information is being handled please contact Liz Edwards CEO at [info@wearerubies.org](mailto:info@wearerubies.org) or write to Rubies, 14 Middlesbrough Road, South Bank Middlesbrough TS6 6NR

You also have the right to complain to the Information Commissioner’s Office if you feel that we have not complied with the requirements of the General Data Protection Regulation

*Rubies is a UK Registered Charity No. 1177332*