

**Personal data information and consent form**

**Position applied for:**

We process this data for recruitment purposes only and will not share it with anyone else. We will store and process your data within [CMF’s Privacy Policy](https://www.inclusionlondon.org.uk/privacy-and-cookie-policy/) In this policy, you will find information about our compliance with GDPR (data protection law.) You can find how to send us a request to let you access your data that we have collected, request us to delete your data, correct any inaccuracies, restrict our processing of your data, or lodge a complaint about the way we handled your data.

We will keep personal and sensitive data on unsuccessful candidates for three months. When that period is over we will delete your data. We will retain data on successful candidates during their employment and for 7 years afterwards.

As part of our recruitment process we ask applicants to fill in a “Recruitment equal opportunities monitoring form” (available to download along with this form and guidance notes). It is not mandatory to fill in but it will help us monitor how effective our recruitment is. The “Recruitment equal opportunities monitoring form” will be separated from CVs and supporting statements and will not be form part of the selection process or be identifiable.

**CRIMINAL RECORDS AND CRIMINAL CONVICTIONS**

Please give details of any criminal convictions that you may have which are not excluded by the Rehabilitation of Offenders Act 1974 (date, conviction, sentence etc). The disclosure of a criminal record may not necessarily prevent you from being appointed. Criminal records will be taken into account only when the conviction is relevant. Please note that disclosing a criminal conviction will not prevent you from being selected for a post, unless the nature of the work demands it.

The Person Specification for this post will let you know if the terms of the Rehabilitation of Offenders Act 1974 apply to the post and if you need to disclose any convictions you may have. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. You will not be asked to disclose criminal convictions which are “spent” under the Rehabilitation of Offenders Act 1974. Please note that some convictions are never considered “spent” under the terms of the Act e.g. molestation or being placed on the Child Protection Register.

Have you ever been convicted of a criminal offence? (Please mark ‘X’ – to mark X please double click on the box and select ‘Checked’ under Default value)

Yes [ ]  No [ ]

If “Yes”, please set out the details of the conviction(s) including the dates below (please continue on a separate sheet if necessary).

|  |
| --- |
|  |

**WORK PERMIT**

Under the Immigration, Asylum and Nationality Act 2006, we have a duty to prevent illegal working by carrying out document checks to confirm if a person has the right to work in the United Kingdom. Applicants will be asked for proof of this before any offer of appointment is confirmed i.e. P45, Passport, NI card.

Are you a UK or EU/EEA Citizen? (Please mark ‘X’)

 Yes [ ]  No [ ]

If not, it is possible that you may not be eligible to work in the UK without a work permit. Please indicate if you will require a work permit. (Please mark ‘X’)

Yes [ ]  No [ ]

If “No” please indicate the basis on which you are eligible to work in the UK.

|  |
| --- |
|  |