

**Rodolfus Education & Access Strategy**

**ACCESS & PARTNERSHIPS MANAGER**

**APPLICATION FORM**

Please complete this form in full, supplemented by additional sheets if necessary.

***CV’s will not be accepted.***

***If possible, please fill in digitally and return by email. If filling in by hand, please use black ink as this form will be scanned/ photocopied.***

*All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 1998.*

|  |  |
| --- | --- |
| **Position applied for:** Access & Partnerships Manager | **Location: Flexible -** Working from home/ Rodolfus Office at 8 Holyrood Street, SE1 2EL |
| **Where did you see this job advertised?** |  |

# Personal details

|  |  |  |
| --- | --- | --- |
| **Surname**:  | **Title**: *(Mr/Mrs/Miss/Ms* | **First names:** *(for official purposes)* |
|  |  |  |
| **Current Address**: | **Previous Surname:** |
| **Post Code**:  |  |
| **Preferred Name:** (*name you wish to be known by*) |
|  |
| **Date moved into this address: DD/MM/YY** | **Home telephone number**: |
|  |
| **E-mail address**: | **Mobile telephone number**: |
|  |  |

**UK Border Agency requirements**

|  |
| --- |
| **Are you free to remain and work in the UK with no current immigration restrictions?** **(***Please note that you will be required to produce documentary evidence of your right to remain and work in the UK if you are invited to interview)***Yes/No \*** *(please delete as applicable)* |

# Employment (if applicable)

*Please provide full details of your employment history, accounting for all periods of time including employment, unemployment, and voluntary work, raising a family, part-time work or education.*

*Please start with your most recent details.*

*Please continue on an additional sheet if necessary, attached securely to this application form.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Date**  | **End Date**  | **Job Title and Key responsibilities** | **Name of Employer** | **Reason for Leaving**  |
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| --- |
| **Name of current/last employer**:  |
| **Start Date: End Date:** |
| **Title/description of your current employment and key responsibilities:** |
|  |
| **If you would need to leave your current employment in order to take up this role, what period of notice are you required to give to your present employer?** |  |

# Education and Qualifications (the most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| Date Gained | Subject | Qualification and Grade | Awarding Institution |
|  |  |  |  |

# Further Professional Training - *if applicable*

|  |  |  |
| --- | --- | --- |
| **Date**  | **Topic Covered**  | **Training Provider**  |
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# Professional Membership/Registration- *if applicable*

|  |  |  |  |
| --- | --- | --- | --- |
| Issuing Body | Registration Number | Date Gained  | Expiry Date |
|  |  |  |  |

# Suitability for the role

# Please assess yourself against the requirements set out in the Person Specification,

# giving examples of how you meet the defined criteria. Please be concise and to the point.

*You may continue on one additional sheet if necessary*.

|  |
| --- |
|  |
| Suitability for the role *ctd* |

# Referees

*Please provide names and addresses of two people who are willing to act as referees.*

*One should be your current or most recent employer.*

*It is important that you nominate at least one person who is in a position to comment on how you meet the criteria set out in the* ***Person Specification****.*

# *NB: WE CANNOT ACCEPT ANY REFERENCES FROM FAMILY MEMBERS.*

May we contact these references prior to interview: **\* YES / NO** \**Delete as appropriate*

|  |  |  |
| --- | --- | --- |
| **Name and Address**  | **Telephone Number**  | **Email Address**  |
| 1.This is my current/most recent Line Manager \*Yes / No  |  |  |
| 2.This is a \*Personal Friend / Colleague  |  |  |

*\*Delete as appropriate*

# Additional Information

|  |
| --- |
| Please give below any further information that is relevant to your application, eg: periods of time when you would be unavailable for interview; any special requirements should you be invited for interview. |
|  |

**DECLARATIONS**

# Rehabilitation of Offenders Act 1974

The nature of the work for which you are applying involves engaging with vulnerable adults or children. Therefore, the post is exempt from the provisions of Section 4 (2) of the above Act and all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. Applicants are NOT entitled to withhold information about convictions which are considered SPENT under the provision of the Act.

Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature of the position and circumstances and background of your offence.

Have you at any time been convicted of an offence, spent or unspent?

**\*YES / NO** \**Delete as appropriate*

Have you ever received any cautions, reprimands, final warnings or convictions?

**\*YES / NO** \**Delete as appropriate*

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? \*YES / NO \**Delete as appropriate*

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? \*YES / NO \**Delete as appropriate*

At the same time I agree to inform the parish immediately if any such investigation should be initiated. This includes issues which may lead to such an investigation and/or may have any bearing on my suitability to this post.

 \*YES / NO \**Delete as appropriate*

If you have answered YES to any of the above questions, please give details on a separate sheet. Any information supplied will remain confidential and will be considered only in relation to your application for this post.

Please read and sign:

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 Rodolfus Foundation is not legally allowed to employ persons who are deemed “not fit” to work with young people or children and that if any of the information I have given is found to be false or misleading, the Foundation 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

***Please return this form by email (or post if easier) to***

*annabel@therodolfusfoundation.org.uk*

*8 Holyrood Street*

*London SE1 2EL*

*Closing date for applications is 11.59pm on 26th May 2024*

*Interviews will be held w/c 3rd June 2024 in 8 Holyrood Street, London SE1 2EL or by Zoom.*

**General Data Protection Regulations – Consent for Job Applicants**

In May 2018 the law changed 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.

As a <company> 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.

**Your consent is requested**

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**  |
| **1** | **Recruitment data** Previous employersTypes of job held at other companiesPrevious salariesSkills and qualifications obtained | This will allow us to make a decision on your suitability for employment. | Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months. If a job offer is made a more comprehensive GDPR consent form will be issued. |
| **2** | **Ethnic monitoring data**Data relating to your racial origin, religion, gender, sexual orientation, etc that are classed as protected characteristics under the Equality Act 2010 | We use this data to understand the ethnic make- up of our workforce and job applicants and it allows us to inform our recruitment process if we believe we do not have the correct diversity. | This data will be kept for the duration of this round of applications and will be anonymised and stored for 4 years afterwards. |

**Agreement to use my data**

I hereby freely give my prospective employer – the Rodolfus Foundation - 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 Controller for our Company is Helen Bennett and I can contact them directly if I have any questions or concerns. Their e-mail address is helen@therodolfusfoundation.org.uk

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)

Please read our Privacy Notice at <https://www.therodolfusfoundation.org.uk/our-policies>

Name: ...…………………………………………………………

Signature: ……………………………………………………….

Date: …………………………………………………………….