

# JOB APPLICATION FORM

For the position of



## HOW TO FILL IN THIS FORM

When filling out this application form please:

- Answer all the questions
- Type or write in black ink or ball-point as this form will be photocopied
- Continue on additional sheets if there is insufficient space

**The information that you provide on this form will be used to make our initial selection. It is important that you relate your skills and experience to the criteria in the Person Specification of the job for which you are applying. Please refer to our privacy policy attached to this application form**

*North West Surrey Synagogue* is committed to equal opportunities in the recruitment, training and retention of its employees. Please tell us if there are any adjustments we need to make which would enable you to compete fairly for this job.

## PERSONAL DETAILS

Surname	<input type="text"/>	Forename(s)	<input type="text"/>
Title	<input type="text"/>		
Street	<input type="text"/>		
Town/City	<input type="text"/>		
County	<input type="text"/>		
Postcode	<input type="text"/>	Mobile Number	<input type="text"/>
Home Tel:	<input type="text"/>	Work Tel:	<input type="text"/>
Email	<input type="text"/>		
Date from which you are available to work (DD/MM/YYYY)	<input type="text"/>	/	/
Nationality	<input type="text"/>		
Salary Expectation	<input type="text"/>	£	Current/Last Salary <input type="text"/>
How did you learn about this vacancy?			
<input type="text"/>			

## EMPLOYMENT HISTORY

Please list in order (most recent job first) the organisation you have worked for both full time and part time, paid or unpaid, including relevant voluntary work.

From	To	Employer	Job Title/Main Duties
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**EDUCATION & TRAINING**

Please include details of studies undertaken and qualifications obtained from secondary education onwards

School/College	Qualifications and grades gained

**MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS AND INSTITUTIONS**

Name of Association/Institute	Grade/Class of membership and Registration or membership number	Date

**HEALTH**

Do you have any physical, learning or mental health conditions which could affect your ability to perform the particular Job for which you are applying? If yes, please provide details of reasonable adjustments that we might be able to make to help you do your job.

YES  NO

**REFERENCES**

Please give the details of two people who are familiar with your abilities and are willing to act as a referee, one of whom should be your current or recent employer. We will only take up references if we intend to offer you the position.

**Referee 1**

Name

Position

Street

Town/City

County

Postcode

Email

**Referee 2**

Name

Position

Street

Town/City

County

Postcode

Email

## DEMONSTRATION OF ABILITIES

Our initial selection process will be based on your **Application Form**. You should demonstrate how you meet the requirements of the **Personal Specification** by completing the following section. For example, this can be through relevant skills and experience attained. If you feel there is any extra information which will support your application, such as additional skills, feel free to add an additional **Supporting Statement**.

**Remember, the information provided on this form will be used to decide whether you are suited to the vacancy on offer and constitutes an important part of our selection process.**

Demonstrate how your **QUALIFICATIONS, SKILLS AND ABILITIES** meet the expectations stated in the Person Specification

Demonstrate that you have the relevant **EXPERIENCE** as stated in the Person Specification

Demonstrate that you have the relevant **SPECIAL KNOWLEDGE** required for this position

Please explain how your **PERSONAL QUALITIES** meet the expectations of the role

### DECLARATION

Should your application be successful, it is the *North West Surrey Synagogue* policy to submit employees who have direct contact with children or vulnerable adults will be subject to clearance by the Disclosure and Barring Service. In compliance with amendments made to the Asylum and Immigration Act 1996, we require all applicants to provide evidence that they are legally permitted to work in the UK.

**I confirm that to the best of my knowledge and belief, the information I have given is correct and I understand that any contract offered to me is based on the information provided.**

Signed

Date (DD/MM/YY)

**Please note: Your attention is drawn to the GDPR Applicant Consent form which is part of this document. We will be unable to process your application without the signed consent form.**



North West Surrey Synagogue  
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Surrey KT13 9QZ

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Email:  
Website:

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admin@nwss.org.uk  
www.nwss.org.uk



## **General Data Protection Regulations**

### **Consent Form for Job Applicants**

From May 2018 the law changes about how organisations record, store and use individuals' personal data. Currently the Data Protection Act covers how this is managed, but this new GDPR law means we have to change some of our working practices.

As an organisation we need to collect and hold data about you to enable us to process your job application. The GDPR law 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.

See table below for the data we wish to obtain and hold (a range of examples provided, but not limited to).

<b>Type of data</b>	<b>Why we wish to hold it</b>	<b>How long it will be kept for</b>
<b>Recruitment data</b> Previous employers Types of job held at other companies Previous salaries Skills and qualifications obtained	This will allow us to make a decision on your suitability for employment/engagement  It will help us to decide which dept. you may be most suitable in	Data obtained during recruitment will only be kept until either you have accepted a job offer or your application has been declined; it will then be destroyed after 12 months.  If a job offer is made a more comprehensive GDPR consent form will be issued

**Agreement to use my data**

I hereby freely give my prospective employer *North West Surrey Synagogue* 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 that the Data Controller is North West Surrey Synagogue and I can contact them directly if I have any questions or concerns. Their e-mail address is [admin@nwss.org.uk](mailto:admin@nwss.org.uk) and their telephone number is 01932 855400.

I understand that if I am dissatisfied with how the synagogue 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](http://www.ICO.org.uk))

Name: .....

Signature: .....

Date: .....