



Christian Compassion For A Hurting World

The Galleries
Croft Mill
Pall Mall
Chorley
Lancashire
PR7 3LT

APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Return this form to: Mrs A Hammerton
Office Manager
International Aid Trust
The Galleries
Croft Mill
Pall Mall
Chorley
PR7 3LT

POSITION APPLIED FOR: Sales Assistant Carnforth p/t

(please complete all fields)

Surname	Forename(s)	Title
Address		
Telephone numbers (inc. mobile)		
Email Address		

Where did you see vacancy advertised?	
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EDUCATION HISTORY

Schools:
Qualifications gained:
Colleges/Universities:
Qualifications gained:

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Other training:

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Do you have the right to take up employment in the UK? If no, please provide further details.	YES/NO	
If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?	YES/NO	

EMPLOYMENT HISTORY

DATES FROM – TO	NAME AND ADDRESS OF EMPLOYER	JOB TITLE & DUTIES	START/FINISH SALARY	REASON FOR LEAVING

NOTICE REQUIRED IN CURRENT POST:

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Have you ever been dismissed by a previous employer? If so, why?

REFERENCES

Please note here the names and addresses of two persons from whom we may obtain both character and work experience references. **Please ensure one reference is from the Pastor/Minister/Priest where you currently worship.**

1.

2.

OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position.

LEISURE

Please note here your leisure interests, sports and hobbies, other pastimes, etc.

ADDITIONAL INFORMATION

To enable us to get a better understanding of your experience, please give your answer to the following questions either on the form or on a separate sheet. Each answer should be no more than 350 words.

1. Please give an explanation of your understanding of the Christian faith and how you came to faith.

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2. Give an example of a work task that you have undertaken which demonstrates your planning, organisational and strategic thinking skills.

3. Describe relevant experience and give specific examples of qualities you consider you possess for the role.

4. Give an example of a difficult work related situation/problem you had to deal with and how this was resolved.

PROOF OF IDENTITY

Candidates are required to provide proof of identity should you be called for interview Either:

- Passport
- Full birth certificate (inc. parent's details) plus photo ID & National Insurance document e.g. P45 or P60 (not a pay slip)
- Full birth certificate (inc. parent's details) plus official document showing signature e.g. bank card or non-photo driving licence, plus 2 forms of verification documents e.g. utility bill, bank statement, Her Majesty's Revenue & Customs or benefits agency letters.

CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state.

DECLARATION (Please read this carefully before signing this application)

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection. I accept that if my application is successful, this application form will form part of my Personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my application for employment.

Signed

Date

If you are successful in obtaining a position with the Company, depending on your role you may be required to undertake screening deemed applicable to the role. Please confirm that you give the Company authority to undertake such checks should you be offered employment by ticking the box and signing the declaration above.

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I give the Company authority to carry out the screening detailed above as relevant to my role and understand that further details of such checks will be notified to me should my application be successful.

Notes

The Company treats personal data collected during the recruitment in accordance with its Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in the Company's job applicant Privacy Notice.

Retention of personal data policy

All Company employee and volunteer records, whether paper or electronic, are subject to the retention requirements of this procedure which should be read in conjunction with the Company's Data Protection Policy (overleaf).

International Aid Trust will only retain personal data for as long as is necessary to fulfil the legitimate business purposes for which they were originally collected and processed, including for the purposes of satisfying any legal, tax, health and safety, reporting or accounting requirements. This includes special categories of personal data and criminal records personal data. You must comply with the Company's rules on data retention and destruction.

Responsibilities.

The Office Manager is responsible for ensuring that all personal data is collected, retained and destroyed in line with the requirements of the General Data Protection Regulation, for retention of all employment records and for retention of all Health and Safety records as well as being responsible for all other statutory and regulatory records.

Our Finance Manager is responsible for retention of financial (accounting, tax) and related records and for ensuring that retained records are included in business continuity and disaster recovery plans.

Note: The timescales and documents detailed below is not an exhaustive list. Medical records, for example, are kept for a variety of health and safety reasons and will carry their own retention times.

Application form	Duration of employment / Duration of volunteering activity
References received	1 year from receipt
Payroll and tax information	6 years, plus current year
Sickness records	3 years
Annual leave records	2 years
Unpaid leave/special leave records	3 years
Annual appraisal/assessment records	5 years
Records relating to promotion, transfer, training, disciplinary matters	1 year from end of employment/volunteering
References given/information to enable references to be provided	5 years from reference/end of employment
Summary of record of service, e.g. name, position held, dates of employment/volunteer activity	10 years from end of employment/volunteering
Records relating to accident or injury at work	years from end of employment/volunteering

For all electronic storage media, The Company retains the data on secured drives or on central servers with the means to access that data. The Nominated person for data protection may assist with this activity.

The Nominated person for data protection is responsible for destroying data once it has reached the end of the retention period specified above. Destruction must be completed within 30 *days* of the planned retention period.

Data Protection Policy

1. All personal data you have given us (e.g. name and contact details) we keep securely.
2. We try to keep your personal data up-to-date and rely on you to let us know of any changes.
3. Your personal information may be shared internally within International Aid Trust, including office/IT Staff if access to your personal information is necessary for the performance of their roles.

We do not pass your data on to any other person or organisation, unless you ask us to (except when legally required to, e.g. informing H M Revenue and Customs of Gift Aid donations in order to claim the tax back).

4. The data we have about you is used to send you information related to the work of International Aid Trust and your support of it.
5. You have the right to see the personal data that we keep about you (e.g. your name, contact details, your donations and gifts, whether you want 'International Aid Trust information sending to you, and any other specific requests you have made).
6. You can opt out of our mailing list at any time by contacting us.

NB If you make a Gift Aid donation, we legally have to keep your details for 7 more years, even if you have asked to come off our mailing list. We will then keep your details for that length of time but will not send you mail.

Please tick all relevant boxes below:

Please send me/us regular updates:

- ☐ by post no more than three times a year
☐ by email usually once a month - email address

Even if you are not able to contribute in any way to the work of International Aid Trust we are willing to send you our letters and updates

Signed:

Print name:

Dated:

By signing this form, you are consenting to remain on our database until you advise otherwise. Please contact us should you wish us to remove your details from our database