



**RAPE AND SEXUAL ABUSE SUPPORT CENTRE, NORTH WALES
RASASC NW**

APPLICATION FORM

Job Title	RASASC NW ISVA
Return Form To	leah@rasawales.org.uk

Personal Details

Your Surname	
Your Forename(s)	
Your Address	
Your Postcode	
Your Home Number	
Your Mobile Number	

Employment History

Please give details of your last four jobs, beginning with your present or most recent. You should detail work experience, part-time and temporary positions.

Employer 1

Employer Name and Address	
Dates of Employment	
Job Title	

Duties and Responsibilities	
Hours of Work	
Reason for Leaving	
If present employer, the number of weeks'/months' notice required	

Employer 2

Employer Name and Address	
Dates of Employment	
Job Title	
Duties and Responsibilities	
Hours of Work	
Reason for Leaving	

Employer 3

Employer Name and Address	
Dates of Employment	
Job Title	
Duties and Responsibilities	
Hours of Work	
Reason for Leaving	

Employer 4

Employer Name and Address	
Dates of Employment	
Job Title	
Duties and Responsibilities	
Hours of Work	
Reason for Leaving	

Qualifications and Training

Please give details of relevant qualifications and/or details of any relevant training/courses that you have attended.

Further/Higher Education

Qualifications/Grades	
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Secondary Education

Qualifications/Grades	
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Other Relevant Qualifications or Training	
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How would you apply your relevant qualifications, skills and experience to this post?	
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<p>Using the person specification criteria please demonstrate how you fit in the criteria listed</p>	
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Professional Bodies

<p>Are you a member of any professional bodies?</p>	<p>Yes / No</p> <p>If yes please provide details.</p>
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Driving Licences

Do you have any of the following?

<p>A full driving licence:</p> <p>YES/NO</p>	<p>Any current endorsements:</p> <p>YES/NO</p> <p>If yes, please provide details.</p>
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Disabilities

<p>Do you require any special arrangements to be made for your interview on account of a disability?</p>	<p>Yes / No</p> <p>If yes, please give brief details below of the effects of your disability on your day-to-day activities together with any other information that you feel would help us to accommodate your needs during your interview. This information is needed to allow us to meet our obligations under the Equality Act 2010.</p>
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Convictions

<p>Have you ever been convicted of a criminal offence?</p>	<p>Yes / No</p> <p>As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared [although protected cautions and protected convictions do not need to be declared].</p>
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Right to Work

<p>Are there any restrictions on your right to work in the UK?</p>	<p>Yes / No</p> <p>If yes, please state restrictions and the expiry date of any permissions.</p>
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Other Information

Please give any details you feel are relevant in support of your application, including why you are interested in this post. Use additional sheets if necessary.

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Referees

Please give the details of two referees (one should be your current or most recent employer):

1. Name:	2. Name:
Address:	Address:
Telephone number:	Telephone number:
Occupation:	Occupation:
Time known:	Time known:
Do we have your consent to contact this employer for a reference?	Do we have your consent to contact this employer for a reference?
YES/NO	YES/NO
May references be taken up before interview?	May references be taken up before interview?
YES/NO	YES/NO

Data Protection

The details of our processing activities in relation to your personal data within this form are contained within our recruitment privacy notice that can be located below.

I hereby give my consent to RASASC North Wales processing the data supplied in this application form for the purpose of recruitment and selection of the role applied for in the 'job title' section of this application form.

Applicant's signature:

Date:



Subject to your consent, we would like to retain your details if you are unsuccessful in your current application, for the purposes of recruiting for any future roles within the organisation. We would like to retain your details for a period of 6 months from the date of this application form. We would not share this information with any third-party organisations. I **[do / do not]** **[**delete one**]** give my consent to be contacted in the future regarding similar or other positions within the organisation that are relevant to the skills outlined in my application.

Applicant's signature:

Date:

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

I understand and accept that any false, incomplete or misleading statements may lead to my dismissal.

Applicant's signature:

Date:



RASASC North Wales Members Privacy Policy GDPR (General Data Protection Regulations)

RASASC North Wales are committed to protecting and respecting your privacy. Any personal data you provide for the purposes of receiving information on RASASC North Wales services, accessing counselling services, communication purposes. RASASC North Wales is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you

You may give us information about you in referral, contracts and applications, or by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This information you provide when you register may include your name, including address, e-mail address, phone number and specific information required to the referral process of counselling with RASASC North Wales.

Why we need your personal data

The reason we need your Data is to be able to provide you with a service. Our lawful basis for processing your personal data is that we have a legitimate interest to provide the services you are registering for.

Reasons we need to process your data include:

For funding and reporting purposes

- sharing anonymised data with a funding partners/commissioner as condition of grant funding
- Reporting anonymised information in publications such as the Annual Review

For contacting and service provision purposes

Contact information will be used to contact you about the service. This may occasionally include any marketing materials which we need your consent which is specifically asked for on the registration form.

Who we share your personal data with

We will not share your data with any outside agency without your permission or request. We do share any information for marketing purposes.

How we store your personal information

Your information is securely stored at 11 Ash Court, Parc Menai, Bangor, Gwynedd, LL57 4DF. We keep information consented by you for 7 years. We will then dispose your information by confidential shredding.

How long we hold your personal data

Your data will be held no longer than necessary. We will hold your personal data on file for as long as you are a client at RASASC North Wales, plus time to report on information to our funders/commissioners. Our data retention period is 7 years from when you ceased being a client. Any personal data we hold on you will be securely destroyed when no longer needed. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data



Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at RASASC North Wales telephone **01248 670628** or e-mail info@rasawales.org.uk if you wish to make a request.

If you choose not to share your personal data with us we may not be able to provide some services to you.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at RASASC North Wales Telephone **01248 670628** or by e-mail info@rasawales.org.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>