|  |
| --- |
| Ref. no. (office use only):  |

**Devon Mind Application Form**

|  |  |
| --- | --- |
| Applicant initials: |  |
| Post applied for: | DMHA Recovery Practitioner – North Devon |

**1. Current/Most Recent Employment**

|  |  |
| --- | --- |
| Name and address of employer (inc. postcode): |  |
| Post held: |  |
| Main duties: |  |
| Dates of employment: | From(month-year) |  | To(month-year) |  |
| Reason for leaving: |  |
| Salary: |  |
| If offered employment, from what date could you start work? |  |

**2. Previous Employment**

Most recent first. Continue on a separate sheet if necessary. Please include volunteering roles, placements, work experience, etc. and explain any gaps.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s name and address | Post held (including main duties) | From(month-year) | To(month-year) | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3. Relevant Education and Training**

Most recent first. Continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| School/college/university | Course(s) | Result(s) | Date obtained (month-year) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4. Professional Qualifications/Membership of Professional Bodies**

Most recent first. Continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification/membership gained or being studied | Level | Grade | Result(s) | Date obtained (month-year) |
|  |  |  |  |  |
|  |  |  |  |  |

**5. Driving Licence/Car Ownership**

Select the options that apply below by clicking the appropriate checkboxes.

|  |  |
| --- | --- |
| Do you have a current full UK driving licence? | Yes [ ]  No [ ]  |
| Do you have any current penalty points? (If so, please provide details below) | Yes [ ]  No [ ]  |
|  |
| Do you have regular access to a car? | Yes [ ]  No [ ]  |

**6. Right to Work in the UK**

Select the options that applies below by clicking the appropriate checkbox.

|  |  |
| --- | --- |
| Do you have the right to work in the UK? | Yes [ ]  No [ ]  |
| *Please note: We will require proof of your right to work in the UK before an offer of employment can be confirmed.* |

**7. Supporting Statement**

The information in this section is crucial to assessing your application. Please state why you are interested in the job for which you are applying, and relate your experience, skills, and personal qualities to the person specification and the job description. You MUST provide examples of how you meet the criteria specified. Statements such as ‘I can’ or ‘I am’ will NOT be scored.

|  |
| --- |
|  |

**8. References**

Please give the name and address of the persons to whom Devon Mind could apply for a reference. One of the persons must be your present employer, or most recent employer if currently unemployed, or someone who knows you well if you have not been employed in the recent past. **References will only be requested after the offer of employment has been made.**

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Address |  |  |
| Phone number |  |  |
| Email address |  |  |
| Occupation |  |  |
| Capacity in which you are known to them |  |  |

**9. Criminal Offences**

Convictions, not including convictions, cautions, reprimands, or final warnings which are “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013), must be disclosed for the purposes of this job application. Devon Mind will determine the relevance of any convictions to the post applied for. If appointed to the position for which you are applying, you will be required to apply for a DBS Disclosure at the level appropriate to the role. Any information disclosed will be taken into consideration but will not automatically prevent your application from proceeding. However, if appointed, failure to disclose any criminal conviction now could lead to termination of your employment. Additional information will be made available to shortlisted candidates.

|  |  |
| --- | --- |
| Do you have any convictions, cautions, reprimands, or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? | Yes [ ]  No [ ]  |
| If you answered ‘Yes’ above, please provide details on a separate page, save as a separate document, and send separately from your main application. |

**Thank you for completing this application form. By submitting this to Devon Mind, you are confirming that all the information provided by you is true and correct to the best of your knowledge at the time of submission.**

**10. Privacy Statement**

Devon Mind takes your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below.

**Personal Data We Collect**

We collect the following personal data relating to your employment application:

* Contact details (name, address, email address, telephone number),
* Employment history,
* Qualifications,
* Equality of opportunity (ethnicity, disability details) under Special Categories.

**How We Use Personal Data**

Your personal data will be used to process your employment application.

**How Long We Will Hold Personal Data**

Successful candidate’s data will be held under the organisation’s General Data Protection Policy, details of which will be made available upon the offer of employment. Full details are set out in the organisation’s Information Governance Policies. Unsuccessful candidates’ data will be held of a period of six months, after which it will be confidentially destroyed.

**Reasons We Share Personal Data**

We will not normally share personal data with anyone else, but we will do so with law enforcement and government bodies where we are legally required to do so, including:

* For the prevention or detection of crime and/or fraud,
* For the apprehension or prosecution of offenders,
* Where the disclosure is required to satisfy our legal obligations.

**How We Protect Your Personal Data**

We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilized, we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

**How to Access and Control Your Personal Data**

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the organisation holds about them. This includes:

* Confirmation that their personal data is being processed,
* Access to a copy of the data,
* The purposes of the data processing,
* The categories of personal data concerned,
* Who the data has been, or will be, shared with,
* How long the data will be stored for, or if this isn’t possible, the criteria used to determine this period,
* The source of the data, if not the individual,
* Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual.

Subject access requests must be submitted in writing, either by letter or email, to the data protection officer (DPO). They should include:

* Name of individual,
* Correspondence address,
* Contact number and email address,
* Details of the information requested.

When responding to requests, we:

* May ask the individual to provide 2 forms of identification,
* May contact the individual via phone to confirm the request was made,
* Will respond without delay and within 1 month of receipt of the request,
* Will provide the information free of charge,
* May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary,
* If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

**Other Data Protection Rights of the Individual**

In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

* Withdraw their consent to processing at any time,
* Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances),
* Prevent use of their personal data for direct marketing,
* Challenge processing which has been justified on the basis of public interest,
* Request a copy of agreements under which their personal data is transferred outside of the European Economic Area,
* Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them),
* Prevent processing that is likely to cause damage or distress,
* Be notified of a data breach in certain circumstances,
* Make a complaint to the ICO,
* Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances).

NOTE: Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.