Personal Details Form

Please refer carefully to the relevant job description and person specification when completing this form.

If you need to complete this form by hand, please write clearly and continue answers on separate sheets as necessary. Make sure any separate sheets are clearly marked with your name and are attached to the application form.

|  |  |
| --- | --- |
| Position applied for: | Location: |
| Vacancy reference code: |  |

A: Contact Details

|  |  |
| --- | --- |
| First Name: | Last Name: |
| Address:  Postcode: | Title: |
| Phone Number: |
| Mobile: |
| Email Address: | |
| What is your preferred method of contact? | |

B: Education and Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Education | | | Qualifications Achieved  (Subject/Courses studied, level and grade. E.g. GCSE, English BA, 2:1) |
| School/College/University | From | To |
|  |  |  |  |

C. Member of Professional Bodies

|  |  |
| --- | --- |
| Professional Body/Association | Current status/membership number |
|  |  |

D. Most Recent Employment Details (Paid or Voluntary)

|  |  |  |  |
| --- | --- | --- | --- |
| Employment status: |  | Date Appointed |  |
| Job title: |  | Salary/Grade: |  |
| Employer name and address (including postcode): |  | Notice required: (if applicable) |  |
| Reason for wishing to change employment: |  | | |
| If you are not currently in employment, please confirm the following: | | | |
| Date of leaving: |  | Reason for leaving: |  |

E. Employment / Education History

Please provide a full history of employment including periods of voluntary work and post-secondary education or training. Please start with your most recent employer and finish with the date that you left secondary education. Please ensure that you provide explanations for periods when not in employment, education or training.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From  MM/YY: | To  MM/YY: | Employment status:  (Employed / Education / Voluntary work / Not working) | Name and address of employer / education establishment / voluntary organisation | Job title: | Reason for leaving / Reason for gap in employment: |
|  |  |  |  |  |  |

H. References

We will ask you to provide the name of two referees, one of which must be your current and most recent employer (if applicable) or an academic reference if this is your first job. References cannot be from relatives or from people writing solely in the capacity of friends. We will only ask you for referee details if you are successful in your application for this post.

Declaration of Criminal Convictions

All applicants seeking employment are required to declare any unspent criminal convictions or pending court cases, other than for motoring offences.  The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again within a specified period.  Once a conviction is spent, the convicted person does not have to reveal it or admit its existence, however if the job for which you are applying is subject to a Disclosure and Barring (DBS) check this will clearly be stated on the job advert and / or on the job description and you are also required to declare all information in relation to spent convictions, cautions and warnings. Declaration of a criminal conviction will not necessarily bar you from employment.  Each case will be considered and where necessary, advice taken.

|  |  |
| --- | --- |
| Do you have any unspent criminal convictions and / or pending cases? Yes / No |  |
| Have you any spent criminal convictions or any cautions, warnings or reprimands? Yes / No |  |
| Have you at any time been fully or partially debarred or restricted from working with children, young people and / or vulnerable adults? Yes / No |  |

If you have answered yes to any of the above questions please give all details on a separate sheet, place the sheet in a sealed envelope marked confidential and enclose with your application form or send within a separate envelope under separate cover. Failure to disclose convictions, cautions or bind overs which have not been filtered could result in withdrawal of any conditional offer, disciplinary action or dismissal. It is a criminal offence to apply or accept a position (paid or unpaid) working with children or vulnerable adults if you are excluded from such work by virtue of a court order or exclusions by the DBS.

J. General

|  |  |
| --- | --- |
| Where did you hear about the post for which you are applying? |  |
| Do you have a current, full driving license? Yes / No |  |
| Do you have access to a car? Yes / No |  |
| Have you been involved with the Reader before? Yes / No.  If yes, please provide details, below. |  |
|  | |
| Do you know or are you related to anyone who works for the Reader? Yes / No.  If yes please provide the name and relationship with that person, below. |  |
|  | |
| Do you need permission to work in the UK? Yes / No |  |
| Do you require a work permit? Yes / No.  If yes, please provide details, below. (*The successful candidate will be asked to provide relevant documentation to support their eligibility to work in the United Kingdom).* |  |
|  | |

K. Declaration

Please read our Privacy Notice and then sign the declaration below.

**What we do with this data** LIA\_180504

The Reader will use the data you provide to assess your suitability for the post applied for and – where relevant – contact you about the outcome of your application (‘legitimate interests’). If appointed, this information will become part of your personal file and retained until six years following the end of your employment with us. If not successful in this application, all manual and electronic records relating to this application will be deleted after a period of six months. We will not sell or pass on your details to any third parties.

If you have any queries please contact The Reader’s Data Compliance Manager using the contact details at the bottom of this form.

You have the right to lodge a complaint with the Information Commissioner’s Office if you are unhappy with our response.

|  |  |  |  |
| --- | --- | --- | --- |
| I certify that the information contained in this application form is accurate and true. I understand that deliberate falsification or withholding of information will lead to disqualification from the selection process, withdrawal from an offer of employment or disciplinary proceedings if appointed. I am also aware that by submitting my application, it is assumed that I have accepted the above declaration. | | | |
| Signed: |  | Date: |  |

*If you are sending this form electronically you will be asked to sign it if you are invited to an interview.*

Please return your completed application form by email to: [kateharrison@thereader.org.uk](mailto:kateharrison@thereader.org.uk)

Or by post to: The People Team, the Reader, Coach House, Calderstones Park, Liverpool. L18 3JB.

Applications must be received no later than the deadline provided on the job advert and job description/person specification.

You are invited to complete our recruitment equality and diversity survey. The information you provide in this survey will assist us in monitoring equality and diversity in our recruitment and selection processes and will help us to develop and improve.

This form is for the purpose of recruitment monitoring only and is completely anonymous.

 It will not be used to make a decision about your application.

<https://www.surveymonkey.co.uk/r/ReaderRecruitmentEqualityDiversity>

The data we collect is stored securely in line with GDPR and The Reader’s Data Protection Policy, which is available on request. All queries should be directed to: The Data Compliance Manager, The Reader, Mansion House, Calderstones Park, Liverpool, L18 3JB

Tel: 0151 729 2200 Email: [data@thereader.org.uk](mailto:data@thereader.org.uk)