**Applicant information Form**

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| --- | --- | --- |
|  | Position applied for |  |
|  | Name |  |
|  | Address |  |
|  | Postcode |  |
|  | Contact number |  |
|  | Email |  |

|  |  |  |
| --- | --- | --- |
| **Please provide contact details for 2 referees who have known you for more than 2 years (These should not be family / friends and one should be your current or previous employer)** | | |
| Name  Address  Post code  Mobile / Telephone  Email  Relationship to you | Name  Address  Post code  Mobile / Telephone  Email  Relationship to you | |
| **Information** | | |
| The Joshua Tree is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the Charity. | | |
| **Reasonable Adjustments:** | | |
| Do you have any disability that may require reasonable adjustments to be made during the selection process? If yes, please give details: | | |
| **Conflicts of Interest:** | | |
| Do you have any connection with The Joshua Tree? If yes, please give brief details: | | |
| **Safer Recruitment and the requirement for an enhanced Disclosure and Barring check** | | |
| This post will require an enhanced Disclosure and Barring check as employment will involve access to children under the age of 18 years. If you feel there is any information you would like to disclose, please detail the information on a separate document marked ‘Confidential FAO Katie O’Malley’. | | |
| Have you ever been convicted of a criminal act? | | **Yes/No** |
| Is there any reason why you may not be suitable to work with children or vulnerable adults? | | **Yes/No** |
| Have there been any child protection concerns/investigations about you in the past? If yes, please explain: | | **Yes/No** |
| Have you lived abroad for a period of three months or more within the last five years? If yes, please give dates and country/ies and be aware that you will need to provide a Police Certificate of Good Conduct from the county/ies: | | **Yes/No** |
| **Agreement to use my data**  I hereby freely give The Joshua Tree consent to use and process my personal data relating to my job application.  **In giving my consent:**  I understand that I can ask to see this data to check its accuracy at any time vis a Subject Access Request.  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 I can contact The Joshua Tree if I have any questions or concerns regarding GDPR.  I understand that if I am dissatisfied with how my data is used I can make a complaint to the Information Commissioner’s Office [www.ICO.org.uk](http://www.ICO.org.uk).  Name: ………………………………………………………………………………………..  Signed: ………………………………………………………………………………………. Date: ………………………………………………. | | |
| **Declaration:**  I confirm that the information I have provided on this form, is to the best of my knowledge and belief, true and complete. I understand that providing false information is an offence and could result in my application being rejected. I understand that any offer of employment made by The Joshua Tree will be conditional on receipt of satisfactory references.  Name: ………………………………………………………………………………………..  Signed: ………………………………………………………………………………………. Date: ………………………………………………. | | |

The Joshua Tree is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check. This post is exempt from the Rehabilitation of offenders Act 1974.