Job application form

It’s important that you read the Job Applicant Privacy Notice (section I of this form), guidance notes, job description and person specification carefully before you complete this form. Please include the job reference of the vacancy you’re applying for in all sections. Please send your completed form to either jobs@tuc.org.uk or Personnel and Training Team at Congress House, Great Russell Street, London WC1B 3LS.

Only Sections F-H will be used for short listing purposes. **WE DO NOT ACCEPT CVs. ALL CVs WILL BE DESTROYED UPON RECEIPT. PLEASE DO NOT INCLUDE YOUR NAME ON SECTIONS F-H OF THIS FORM.**

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| **Section A – Vacancy Details** |

###### Please tell us about the post you are applying for

Closing date for application: 12 noon, Friday 23 August 2019

Job title: Policy and Campaigns Support Officer (secondment or fixed-term contract)

Job reference number: OSD.15.19

Location (where the job will be): Liverpool L3 8EG

To help us monitor the effectiveness of our vacancy advertising, please tell us how you became aware of this vacancy by selecting one of these options: Choose an item.

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| **Section B – Personal Details** |

# Surname Click or tap here to enter text.

**Forename(s)** Click or tap here to enter text.

# Address Click or tap here to enter text.

**Post Code** Click or tap here to enter text.

**Home Tel:** Click or tap here to enter text. **Mobile:** Click or tap here to enter text.

**Work Tel:** Click or tap here to enter text. **Email:** Click or tap here to enter text.

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| **Section C – GDPR declaration, References, Right to Work in UK, Application declaration**  |

**Please sign and date 1 and 4 below.**

#### 1 General Data Protection Regulations (GDPR)

Our Recruitment Privacy Notice is included in our Application Form and explains:

* what personal data we collect about you (and under what lawful basis the data is collected),
* how we use this information,
* how long we keep the data,
* who we share your data with,
* how we protect your data,
* your rights, and how to enact them in relation to the personal data we hold about you.

**Declaration**: Our Recruitment Privacy Notice is included in our Application Form. Before sending your completed application for to us, please confirm that you have read this information and that you accept this privacy policy.

Tick here to confirm [ ]

**2 References**

We’ll need to take up references before a job offer can be made and so we’ll ask you to provide reference information at the relevant stage of our recruitment process.

**3 Immigration, Asylum and Nationality Act 2006**

Under provisions of the Immigration, Asylum and Nationality Act 2006 employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you’re offered this post on a provisional basis, you’ll be required to produce an official document confirming you’re entitled to live and work in the UK. For further information, please visit the government website at <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/378926/employers_right_to_work_checklist_november_2014.pdf>

#### 4 Declaration

#### I understand that, if offered, an appointment will be subject to the information on this form being correct.

I therefore declare that the information I have given on this application form is true to the best of my knowledge and that any false statements contained in this form will justify my dismissal from the TUC’s service.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if you’re unable to add a pdf signature to this form, you’ll be asked to sign it in person if you’re invited to attend an interview)

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| **Section D – Recruitment Monitoring Form** |

### The information that you provide in Sections D and E on this form will be treated in confidence. Please see the Job Applicant Privacy Notice for further information.

### TUC’s Equal Opportunities Policy

The TUC is an equal opportunities employer. All job applicants are short listed on how well they match essential criteria for the job (see Job Applicant Privacy Notice and GDPR information above. As part of our job application process, we ask that you complete Section D below and Section E as appropriate.

**Date of birth** Click or tap to enter a date.

**Gender** Choose an item.

**Disabled** Choose an item.

If yes, please complete ***Section E***

**Ethnic Origin**

***Asian or Asian British*** Choose an item.

Please specify any other Asian background Click or tap here to enter text.

***Black or Black British*** Choose an item.

Please specify any other Black or Black British background Click or tap here to enter text.

***Chinese or Other Ethnic Group*** Choose an item.

Please specify any other ethnic group Click or tap here to enter text.

***Mixed race*** Choose an item.

Please specify any other mixed-race background Click or tap here to enter text.

***White*** Choose an item.

Please specify any other white background Click or tap here to enter text.

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| **Section E – Disability Monitoring Form** |

The TUC welcomes applications from candidates with disabilities.

**Please enter your name here** Click or tap here to enter text.

**If you consider that you have an impairment that disables you in society (as defined by the Equality Act 2010\*), please complete the following:**

**Arrangements if selected for interview/selection test:**

If you have a disability, please tell us whether you need any arrangements to be made if you’re invited to attend to a selection test and interview:

Click or tap here to enter text.

**Arrangements if appointed:**

Please give below details of any adjustments that would need to be made to enable you to carry out the requirements of the job if you were appointed:

Click or tap here to enter text.

**\*Definition:**

Disability is a "protected characteristic" under the Equality Act 2010. A person has a disability if he/she "has a physical or mental impairment, and the impairment has a substantial and long-term negative effect on her/his ability to do normal daily actives.”

**If you need information to be provided in a different format to enable you to complete and return your application, please let us know what your requirements are by contacting the Personnel Section on 020 7636 4030 or email** **jobs@tuc.org.uk****.**

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| **Section F – Work History** |

Please tell us about your work history.

**Name of current employer** [or most recent employer if you’re not currently employed]:

Click or tap here to enter text.

**Address**: Click or tap here to enter text.

**Post code** Click or tap here to enter text.

**Date from**: Click or tap to enter a date. **Date to**: Click or tap to enter a date.

**Job title**: Click or tap here to enter text.

**Salary**: Click or tap here to enter text. Notice period: Choose an item.

**Brief description of your duties**: Click or tap here to enter text.

Please tell us about your other **relevant** work history (most recent job first). Please use the area below and include for each post the employer’s name, your job title, date from and to and a brief description of your duties.

Click or tap here to enter text.

**trade union membership** (including dates)

Click or tap here to enter text.

**trade union experience** (including any posts held)

Click or tap here to enter text.

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| **Section G – Qualifications, Professional Membership and Training** |

This section tells us about your qualifications and any relevant training courses you’ve completed. Please list your relevant qualifications below and include grades and dates below. We don’t want to know where you studied.

Examination results

Click or tap here to enter text.

Please enter any current and relevant professional memberships. Include the name of the professional body, the title of your professional qualification and the current expiry date.

**Professional membership**

Click or tap here to enter text.

**Training**

Please enter details of any relevant training you’d attended including the title of the course and the date you completed it.

Click or tap here to enter text.

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| **Section H – Supporting Statement** |

## Tell us about how your own experience, knowledge, skills and personal qualities match the requirements for this job. Before completing this section, make sure you’ve read the documentation for this post this post thoroughly. The person specification contains the minimum criteria required for performing the position you’ve applied for and the job description outlines the tasks, duties and responsibilities for the post.

Important: Please note that there’s a maximum limit of 6000 characters (roughly 3 sides of A4) for this section of the application. Your font size must be no smaller than 11pt.

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| **SECTION I - TUC JOB APPLICANT PRIVACY NOTICE** |

**TUC Job Applicant Privacy Notice**

At the TUC we respect everyone’s right to privacy, and value the trust you place in us by sharing your data with us. We’re committed to:

* collecting and using your data in a way that you would reasonably expect, in line with relevant data protection / privacy legislation;
* providing you with clear and transparent information about how we use your personal data, what we use it for and what your rights are in relation to this;
* only using your data for the purposes described in this document.

This notice explains:

* what personal data we collect about you and the lawful basis for this,
* how we use this information,
* how long we keep the data,
* who we share your data with,
* how we protect your data,
* your rights, and how to enact them in relation to the personal data we hold about you.

Please be aware that we don’t accept CV applications or speculative CVs. They will therefore be deleted from our systems upon receipt.

If you’re returning your completed application by email, please send it only to jobs@tuc.org.uk This is a secure email address that only authorised Personnel staff have access to. Do not send your application to any other TUC email address including those of TUC employees.

**About the TUC**

The Trades Union Congress (TUC) is the ‘controller’ of the data you submit in relation to your job application. If you have any queries about how we gather, and use your personal data then you can get in touch with our Data Protection Officer by post at:

Data Protection Officer

Trades Union Congress

Congress House

Great Russell Street

London

WC1B 3LS

Or via email: info@tuc.org.uk please put ‘*For the attention of the Data Protection Officer’* in the subject line of your email.

**Your privacy rights**

As a data subject, you’ve a number of rights (subject to a few legal exemptions). You’ve the right to:

* be informed about the collection and use of your personal data (e.g. in this privacy notice);
* object to the processing of your data where we rely on our legitimate interests as the legal basis for processing;
* withdraw your consentat any time;
* ask us to change incorrect or incomplete data;
* ask us to delete your personal data where it is no longer necessary for us to use it, when you’ve withdrawn consent, or where we’ve no lawful basis for keeping it;
* ask us to restrict the personal data we use about you where you’ve asked for it to be deleted or where you’ve objected to our use of it;
* ask us to provide you or a third party with some of the personal data we hold about you in a structured, commonly used, electronic form, so it can be easily transferred;
* request access to a copy of your personal data, along with information on what personal data we use, why we use it, who we share it with, how long we keep it for and whether it’s been used for any automated decision making. You can make a request free of charge by writing to our Data Protection Officer at the address above. Please provide us with evidence of your identity;
* not be subject to a decision based solely on automated processing, including profiling;
* make a complaint to us about how we’ve used your personal data.

To learn more about these rights please see the Information Commissioner’s Office website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-pr/individual-rights/>

If you’d like to exercise any of these rights, please contact the Data Protection Officer by post or email. We’ll need to ask you to confirm your identity before we can deliver on a number of these rights.

The personal data that you supply with your application may be retained by us for the purposes of managing your application, and for statistical and audit purposes and will be stored in accordance with our standard procedures as set out above.

If you believe that we’ve not complied with your data protection rights, you can complain to the Information Commissioner’s Office (the regulator for privacy / data protection legislation). The Information Commissioner’s Office (ICO) can be contacted at:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 111

**What do we do with the information you give us?**

We’ll use the information to assess your suitability for the position you’ve applied for and to fulfil regulatory or legal requirements.

For example, our Personnel team may use your contact details to get in touch with you to progress your application. This process may include references, medical screening and disclosure and barring service (DBS) check to assess your suitability for the role you’ve applied for.

We don’t share any of the data that you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide is held securely by us and/or our data processors and appropriate access restrictions are applied.

**What information do we need to collect in relation to job applications, and what do we do with it?**

We only collect information we need to process and make a decision about your application.

**Application stage**

At this stage we collect (via your application form):

* your name, and contact information, date of birth, disability status, ethnicity and gender, occupation, company details and other information relevant to our Personnel function.
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration.
* whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
* information about your entitlement to work in the UK; and
* diversity information about your ethnic origin and gender. *As this information isn’t compulsory it won’t affect your application if you don’t provide it. It does, however, help us to find out whether our recruitment campaigns have been successful in attracting a diverse range of applicants. This information, together with disability status and age is not accessible to anyone else other than the Personnel Team during the recruitment process. Any information you do provide, will be anonymised and only used to produce and monitor diversity statistics [please see General Data Protection declaration on the TUC application form].*
* referees;
* answers to questions relevant to the role you have applied for.

**Why do we need to process your personal data?**

We need to process the data you’ve given us in your application before we can enter into a contract of employment with you. We also process your data using the ‘contract’ lawful basis for processing in relation to your personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide who to offer the job to.

We may also need to process data from job applicants to respond to and defend against legal claims.

In some cases, we need to process data to ensure that we’re complying with our legal obligations. For example, we’re required to check a successful applicant's eligibility to work in the UK before employment starts.

Where we rely on our legitimate interests as a reason for processing data, we’ve considered whether or not those interests are overridden by the rights and freedoms of future employees. We’ve concluded that they’re not.

We process health information if we need to make reasonable adjustments to the recruitment process for those candidates that declare they’ve a disability. This may require us to make reasonable adjustments so for attendance at interview or when a new employee starts working for us. In doing this we’re carrying out our obligations and exercising specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin or gender, this is for diversity monitoring purposes.

For some roles, we’re obliged to seek information about criminal convictions and offences. We do so because it’s necessary to carry out obligations and exercise specific rights in relation to employment.

We won’t use your data for any purpose other than the recruitment exercise you’ve applied for.

**Who has access to your data?**

Your information will only be available to the recruitment panel for the purpose of the recruitment exercise.

Unless your application for employment is successful and we make you an offer of employment, we won’t share your data with third parties. We then share your data (your name) with your former employers to obtain references for you, employment background check providers (name, address, phone numbers, date of birth, NI numbers) to obtain necessary background checks, pre-employment health screening (name, date of birth, contact details) and the Disclosure and Barring Service to obtain necessary criminal records checks.

We never transfer your data outside the European Economic Area.

**How do we protect your data?**

We take the security of your data seriously. We’ve internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Our Personnel database has applied security levels, personal data (with the exception of any trade union membership mentioned in the application form) is removed from the shortlisting process, personal data (with the exception of your name to panel members at the interview stage) is only available to members of the Personnel team, recruitment timetables are kept securely, hard copies of applications are kept under lock and key and emailed applications are only accessible to members of the Personnel team.

We’ve named the specific organisations involved in processing personal data in relation to our recruitment below. As we have contracts / agreements with them, it means that they can’t do anything with your personal information unless we’ve instructed them to do it. They won’t share your personal information with any organisation apart from us.

***Care Check***

We need to carry out standard Disclosure and Barring Service (DBS) checks for some of our jobs such as those with responsibility for cash transactions and therefore we’ll share some personal information with Care Check, our DBS provider. Once we’ve had sight of the relevant information you provide us with, we’ll complete an online form which Care Check then processes.

Once the checks are complete, Care Check will send you a certificate and we’ll take a copy for own records. We’ll keep the copy in line with the data retention period below. Here’s a link to Care Check’s Privacy Notice.

<https://www.carecheck.co.uk/support-at-carecheck/policies/>

***Cascade***

Once our Personnel team receives your application by email or post and then input the relevant data into Cascade, our internal HR system. Your data will be in line with our recruitment and selection procedure. Here is a link to Cascade’s Privacy notice:

<https://www.cascadehr.co.uk/privacy-policy>

***Maitland Medical***

If we make you a conditional offer, we’ll provide our Occupational Health provider, Maitland Medical, with your personal data. Maitland Medical will contact you directly and ask you to complete an online questionnaire that will help them to determine if you’re fit to undertake the work that you have been offered, or to advise us of any reasonable adjustments needed to the work environment or systems so you may work effectively.

The information you provide will be held by Maitland Medical who will provide us with a fit to work certificate or a report with recommendations. You’re able to request to see the report before it’s sent to us. If you decline us access to the report, this this may affect your job offer. If an occupational health assessment is required, this is likely to be carried out by Maitland Medical. Maitland Medical make it clear about how your data is stored, how you can make a request to access any data it holds and what information will be shared with us. Here’s a link to Maitland Medical’s website:

<http://maitlandmedicaloccupationalhealth.com>

**How long do we keep your data?**

We don’t keep your data for longer than is necessary.

If your application for employment is unsuccessful, we’ll hold your data on file for 6 months after the closing date for the job you’ve applied for.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. We’ll retain all the information for 6 years after you’ve left the company. This includes your criminal records declaration, fitness to work, records of any security checks and references.

<https://www.carecheck.co.uk/support-at-carecheck/policies/>

**Do we use automated decision-making tools?**

None of our recruitment decisions involve automated decision-making.

**Changes to this policy**

We keep our privacy notice under regular review. Any changes we make to our privacy notice will be advertised via our website, and through our email communications to stakeholders.

This policy was last updated on 24th May 2018.