Thank you for your interest in our vacancy. You will be required to provide personal data, and this is a requirement so we can process your application. Please take the time to read our **Candidate Privacy Notice** before completing your application.

**Candidate Privacy Notice**

**WHAT IS THE PURPOSE OF THIS DOCUMENT?**

Barnsley FC Community Trust is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. You are being given a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

**DATA PROTECTION PRINCIPLES**

We will comply with data protection law and principles, which means that your data will be:

* Used lawfully, fairly and in a transparent way.
	+ Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
* Relevant to the purposes we have told you about and limited only to those purposes.
* Accurate and kept up to date.
* Kept only as long as necessary for the purposes we have told you about.
* Kept securely.

**THE KIND OF INFORMATION WE HOLD ABOUT YOU**

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

* The information you have provided to us in your curriculum vitae and covering letter.
* The information you have provided on our application form, including name, title, address, telephone number, personal email address, gender, employment history, qualifications,
* Any information you provide to us during an interview.

We may also collect, store and use the following types of more sensitive personal information:

* Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
* Information about your health, including any medical condition, health and sickness records.
* Information about criminal convictions and offences.

**HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We collect personal information about candidates from the following sources:

* You, the candidate.
* Disclosure and Barring Service in respect of criminal convictions.
* Your named referees.

**HOW WE WILL USE INFORMATION ABOUT YOU**

We will use the personal information we collect about you to:

* Assess your skills, qualifications, and suitability for the role.
* Carry out background and reference checks, where applicable.
* Communicate with you about the recruitment process.
* Keep records related to our hiring processes.
* Comply with legal or regulatory requirements.
* It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone to that role

We also need to process your personal information to decide whether to enter into a contract with you.

Having received your application form we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to contact you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role work. If we decide to offer you the role we will then take up references and may carry out a Disclosure and Barring check record before confirming your appointment.

**If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

**HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION**

We will use your particularly sensitive personal information in the following ways:

* We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.
* We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

**INFORMATION ABOUT CRIMINAL CONVICTIONS**

We envisage that we will process information about criminal convictions.

We will collect information about your criminal convictions history if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). We are required carry out a criminal record check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

* We are legally required to carry out disclosure and barring checks for those roles that require working with children and vulnerable adults.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

**AUTOMATED DECISION-MAKING**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

**DATA SHARING**

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application:

* Disclosure and Barring Service.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

**DATA SECURITY**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from the Compliance Officer.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

**DATA RETENTION**

**How long will you use my information for?**

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you to role **.**We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

**RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

**Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

* Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
* Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
* Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
* Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
* Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
* Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact **Abi Hall** by calling **01226 211333** or email **Abigail.Hall@barnsleyfc.co.uk**

**RIGHT TO WITHDRAW CONSENT**

When you applied for this role, you provided consent for us to process your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact **Abi Hall** by calling **01226 211333** or email **Abigail.Hall@barnsleyfc.co.uk**

Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

**COMPLIANCE OFFICER**

We have appointed a **Compliance Officer** to oversee compliance with this Privacy Notice. If you have any questions about this **Privacy Notice** or how we handle your personal information, please contact the **Compliance Officer.** You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

**Equality and Diversity Monitoring Form**

Barnsley FC Community Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the staff and applicants in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary. We would appreciate if you would complete the online form by clicking on the link below:

[**https://docs.google.com/forms/d/19-Ppa-ylkQZsNWAS0ZFfI6N5mkNTcB5oT--k\_T76nfk/edit**](https://docs.google.com/forms/d/19-Ppa-ylkQZsNWAS0ZFfI6N5mkNTcB5oT--k_T76nfk/edit)

Barnsley FC Community Trust can confirm that this form is not used to identify you.

|  |
| --- |
| **Application for Employment Form** |
| **Post Details** |
| **Position applied for:** |
| **How did you hear about this vacancy?**  |
| **Personal Details (Please write in BLOCK CAPITALS)** |
| **First name:**  | **Surname:** |
| **Previous name:** *(If any)* | **Title:** |
| **Current Address:** *(Please ensure to include full postcode)* | **Previous address:** (*If at current address for less than 3 years, please ensure to include full postcode)* |
| **Daytime telephone number:**  | **Email address:**  |
| **Do you have the right to take up employment in the UK? Yes**  [ ]   **No** [ ] (If no please provide details below) |
|  |
| **Education and Qualifications** *(Please note that if appointed, your original qualifications will be required for verification.)* |
| **Secondary and further education details** |
| **Name of school/college** | **Period of study** | **Subjects/courses studied** | **Level/Grades** |
| **From** | **To** |
|  |  |  |  |
| **Higher education details** |
| **Name of university** | **Period of study** | **Degree and type/diploma/certificate** | **Result/grade** |
| **From** | **To** |
|  |  |  |  |
| **Professional/occupational training/qualifications** |
| **Professional or other qualifications, membership of professional societies and date admitted where relevant.** |
| **Other specialised training, non-qualification courses attended, knowledge or experience**  |
| **Employment History-** Please list your past three employers or your last five years of employment history - whichever is greater. |
| **Current or last Employer detail’s** |
| **Position held/Post title:** | **Salary:** |
| **Name and address of Employer:** |
| **Date employment started:** | **Date finished: (if applicable)** |
| **Notice required:** | **Reason for leaving/wishing to leave:** |
| **Brief description of duties, responsibilities and skills used.**  |
| **Previous Employment details:** |
| **Position held/Post title:** | **Salary:** |
| **Name and address of Employer:** |
| **Date employment started:** | **Date finished:** |
| **Reason for leaving/wishing to leave:** |
| **Brief description of duties, responsibilities and skills used.** |
| **Previous Employment details:** |
| **Position held/Post title:** | **Salary:** |
| **Name and address of Employer:** |
| **Date employment started:** | **Date finished:** |
| **Reason for leaving/wishing to leave:** |
| **Brief description of duties, responsibilities and skills used.** |
| **Supporting Statement -** Drawing on your personal and work experience, education and training outline here how you satisfy the requirements of this job as detailed in the person specification and job description. You should also state why you are interested in this position. |
|  |
| **Employment Gaps-** Please provide a brief explanation if there are any gaps in your continuous employment history listed above. |
|  |
| **Voluntary Work-** Please describe below any relevant skills you may have from any voluntary work, domestic responsibilities as well as any other activities that you feel would be relevant to the advertised role. |
|  |
| **References** - Please provide two references. These may be from a combination of employer and academic sources. One referee must be your current or most recent employer. Academic referees may be used where there has not been any recent employment. Personal references are not acceptable.  |
| **Reference 1** | **Reference 2**  |
| **Full name:** | **Full name:** |
| **Relationship to you:** | **Relationship to you:** |
| **Address:**  | **Address:**  |
| **Contact number:** | **Contact number:** |
| **Email address:** | **Email address:** |
| **Interview Availability -**Please list any dates that you are not available for interview:  |
| **Support Required for Interview-** Please provide details of any support or assistance that you may require to enable you to be interviewed for this vacancy: |
| **Holiday Commitments-** Please detail any holidays that are booked for the next 12 months? |
| **`Additional information-** All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for. |
| **Are you able to drive?** | **Yes** [ ]  **No** [ ]  |
| **Do you hold a current full clean driving licence?** | **Yes** [ ]  **No** [ ] (*If no please write details below)* |
|  |
| **Do you have access to your own vehicle** | **Yes** [ ]  **No** [ ]  |
| **Disclosure of Criminal Background-** In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 |
| **Have you ever been convicted of an offence that is not spent under the Rehabilitation of Offender’s act 1974?** | **Yes** [ ]  **No** [ ]  |
| **Have you ever accepted a formal police caution?** | **Yes** [ ]  **No** [ ]  |
| **Are there any outstanding court proceedings against you?** | **Yes** [ ]  **No** [ ]  |
| **If you have answered YES to any of the above questions, please give details below:** |

**Declaration -**(Please read the following statement carefully)

* I certify that all information provided on this application form is correct. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I understand that any employment offer will be subject to satisfactory references, evidence of qualifications and an enhanced DBS check.
* -
* I agree to Barnsley FC Community Trust processing my data supplied on this application in line with arrangements outlined in Barnsley FC Community Trust’s **Candidate Privacy Notice**, which comply in full with General Data Protection Regulation 2018 (GDPR).

**Signed**: **Date:**