Wisdom Centre Romsey Application Form for Hospitality and Admin Staff

Please return completed form to: Reception at: Wisdom Centre, Romsey, Hampshire SO51 8EL or email: reception@wisdomhouseromsey.co.uk

Personal Details (Confidential – see our Privacy Policy on final page)

Text boxes expand to fit your contents when opened in Word, or complete by hand

Family Name:	Home Telephone:
Other Names:	Work Telephone:
Address:	Mobile:
	Email:

Are you contactable at work **Yes / No**
If successful, are you able to provide 2 work related / personal/ professional referees? **Yes/ No** (No details required prior to offer)

About You (Text boxes expand to fit your contents when opened in Word, or complete by hand)

Introductory information about you and what attracted you to working at Wisdom Centre?

Skills and Experience

Do you have any particular skills or experience relating to the position advertised?
Please give details of your proficiency in Microsoft Packages and any other software you may be familiar with.

Do you have other skills/ interests that may be relevant? (A continuation sheet is provided on page 4 if needed)

Employment History – Please list employment starting with most recent

Education and training
Please detail GCSEs/ ‘O’ Levels, CSEs, BTEC, City and guilds or other qualifications along with grades. You may have a degree/ useful professional qualifications. Please list these with grade/ award and year taken
(you may prefer to attach a CV)

What days/ hours of work would suit you best? Are you available any evenings or Saturdays? Which evenings? Any days you regularly can’t work?

Note: we are a small team. Are you happy to co-operate with other staff in an atmosphere of mutual support and co-operation – for example swapping shifts to help cover holiday/ sickness or being approached for occasional additional paid hours? **Yes/ No**

Do you have any criminal convictions not yet spent (i.e. unspent) under the terms of the Rehabilitation of Offenders Act?

Is there anything else you would like to tell us?

Continuation sheet to use if required

(Text boxes expand to fit your contents when opened in Word, or complete by hand)

PTO/

**Signed:	Date:

****I confirm I have read the GDPR statement below and agree to Wisdom Centre retaining the information provided on this form.**

Please read the below GDPR statement

Under data protection law, individuals have a right to be informed about how Wisdom Centre uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage (as volunteers), to work at the Centre

We, Wisdom Centre, Romsey, SO51 8EL are the 'data controller' for the purposes of Data Protection law.

Contact us at the above address to the attention of 'The Data Protection Manager' in case of any further information being required.

Wisdom Centre collect only essential information, which varies according to the role, including:

- Your contact details
- Emergency contact numbers (Optional and with permission of the person you name on the form)
- Recruitment information, references and other information included in a CV or cover letter or as part of the application process. Documentation required for DBS. Paid employees will need to provide statutory right to work documentation.
- Qualifications and employment records, including work history, job titles, working hours, training
- Copy of driving licence (if driving is part of your role).
- We do not require you to supply information on mental or physical health, or additional/ educational needs. If you choose to do so we will treat this information with the utmost confidentiality.

For our full policy: https://www.wisdomhouseromsey.org.uk/contact/privacy-policy/

Thank you for your interest in working at Wisdom Centre