

***Centre 33 is an equal opportunities employer. We are keen to encourage applications from a diverse range of people without regard to race, religion, sex, sexuality, disability, age or any other protected status.***

***Get in touch – we want to hear from you!***

**Application Form**

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| Clinical Supervisor |

**Part one: your personal information**

***This sheet is part of the Application form.******Please complete sections 1 - 8.***

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| **Contact details** (Please let us know if these change) |
| Full Name: |  |
| Address (including postcode): |  |
| Phone Number(s): | Landline: Mobile: May we contact you at work? Yes [ ]  No [ ]  |
| Email Address: |  |
| Your NI number: |  |
| **Do you have any criminal convictions other than those which are spent under the terms of the Rehabilitation of Offenders Act 1974?** |  **Yes**[ ]  **No**[ ] **If ‘YES’ please include details in a separate letter and send this with your application form in an envelope marked ‘Confidential’ addressed to Beth Green, Director, Centre 33, 33 Clarendon Street, Cambridge, CB1 1JX****Please note:** All staff and volunteers at Centre 33 undertake an enhanced DBS Check. **Having a criminal record will not necessarily bar you from working with us**. This will depend on the nature of the offences and circumstances and background of any offences. If you have any questions about this or would like to see our ‘Equal Opportunities and Diversity Policy’ please contact us. |
| **Do you have Right to Work in the UK, which can be evidenced as part of our recruitment process?** **Yes**[ ]  **No**[ ]  **Comments:** |
| **I confirm that the information provided above and in the Application form is complete and correct. I understand that I may be asked to provide evidence to support the information if I have given. In the event of being found to have provided any false information, I may face disciplinary action including dismissal.****I confirm that the information provided above and in the Application form is complete and correct.**  |
| Your signature: |  |
| Date:  |  |

**Part two: Job Application Form**

All sections of the form must be completed.

If there is insufficient space for your answer to any question, please staple an additional sheet to the application form. Please type or write clearly in black ink.

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| **Qualifications gained or non-qualification training:** |
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| **Membership of professional bodies, including registration number:** |
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| **Employment:** |
| 1. **Current employment**
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| Your current job title |  |
| Name of current employer |  |
| Employer’s address |  |
| Employer’s postcode |  |
| Hours per week |  |
| Your notice period |  |
| Date of commencement |  |
| Please describe your current responsibilities and duties: |  |
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| 1. **Previous employment**

Please list and describe your previous posts and/or voluntary work and/or relevant home responsibilities since your first employment, commencing with the most recent one. If necessary continue on a separate sheet.  |
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| **Dates from/to** | **Employer** | Post title and duties | **Reason for leaving** |
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| **Knowledge, skills, experience and achievements** |
| Look carefully at the Person Specification (attached to the Job Description) then describe how your knowledge, skills, experience and achievements are relevant to this post. These may have been acquired through your work, voluntary work, education, home life or extracurricular activities, throughout your full working life. ***You must give evidence to support the statements you are making. Please make sure you provide specific examples to demonstrate your ability for this post addressing all headings in the Person Specifications in a concise and structured way.*** You may provide this on a separate sheet. You may continue a further two sides of A4 (a total of 3), minimum font size 11.  |

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| **General (please answer all of the questions)** |
| 1. State which software programmes you are familiar with:
2. Do you have a full, clean driving license?
3. Could you let us know how you heard about this position? If an individual let you know, please leave their name below:
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| **References** |

Please give details **for two people** who we can contact for a professional / academic reference for you. One of these should be your most recent employer. We will usually contact your referees by email initially. References should cover the last five years.

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|  | **Referee 1** | **Referee 1** |
| Relationship to you: |  |  |
| How long have you known the referee?: |  |  |
| Organisation (if applicable): |  |  |
| Job Title: |  |  |
| Name: |  |  |
| Email Address: |  |  |
| Daytime Telephone Number: |  |  |
| Address (including postcode): |  |  |

Please tick if you do not want your referees to be contacted before the interview [ ]

If you are invited to attend an interview please bring with you a document showing your name and NI number from a previous employer, Inland Revenue, Benefits Agency, Contributions Agency or Employment Service. Document could be a P45, payslip, P60, NI card or letter.**3. Part three: Diversity and Inclusion and Data Protection**

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| **Diversity and Inclusion** |
| Centre 33 is committed to improving the diversity of its staff and aims to ensure that our recruitment practices are, fair and inclusive, challenging any bias which may arise. We would be grateful if you would complete the following survey. <https://www.surveymonkey.com/r/EOPSrecruits> **CHANGE!!**This information will be kept confidential and will not be seen by the selection panel.*Once every 2 years we will compare this information with the equal opportunities responses that we get from existing staff and volunteers. This allows us to address any inequality in our recruitment practice.* |

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| **Personal Data Storage**  |
| All personal data will be collected, stored and processed by or on behalf of Centre 33 in accordance with the General Data Protection Regulations 2018. To comply with the Act, we require your consent to use personal data supplied by you in the processing and review of your application. This includes sharing with and fair use by such individuals and organisations as Centre 33 deems appropriate for the purposes of administering all job applications (paid staff or volunteer roles). For example, we sometimes use external colleagues and/or young people on our interview panels, and they might see application forms.Please tick here if you agree to allow your personal data to be used as described [ ]  |

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| **HOW WE USE YOUR DATA FOR RECRUITMENT** |
| **Background**This privacy policy covers how we, Centre 33, collect, use, store and protect the data that is supplied to us by job applicants. **Our Commitment to Job applicants**We believe completely in equal opportunities and will treat all applicants fairly with no discrimination.We never knowingly provide misleading information about the nature of the role. We would never charge a job seeker a fee for the purpose of finding them a role.We are committed to managing your personal information securely and with respect in accordance with the General Data Protection requirements.The information we collect may cover the following:* Contact information (name address, phone number and email address)
* Information from CV or application form or covering letter (education, skills and qualifications)
* Disclosure and Barring Record where a requirement for the role
* References from the named referees that the applicant provides and only with the applicants’ consent.
* Visa and proof of the right to work in the UK documents
* Employment records (including job titles, work history, working hours, training records and professional memberships).
* Salary, annual leave, pension and benefits information.

We may also collect, store and use “special categories” of more sensitive personal data which require a higher level of protection such as information about your race or ethnicity, religious beliefs, sexual orientation and political opinions. Also, information about criminal convictions and offences.**Purpose of collection**The purpose of collecting this information is to find suitable candidates to fulfil a specific role within our charity, and to check that you are legally entitled to legally work in the UK. We collect personal information directly from candidates.**Having a criminal record will not necessarily bar you from working with us**. This will depend on the nature of the offences and circumstances and background of any offences. If you have any questions about this or would like to see our ‘Equal Opportunities and Diversity Policy’ please contact us.**How the information is held.**Most information is transmitted by email and is stored on our computers, and paper based filing. We use Microsoft Outlook 365 which covers our email servers and a cloud-based HR management system. All this information can only be accessed by authorised staff within our charity. Our staff are trained to understand the importance of keeping personal data secure.Our computers are safeguarded by anti-virus software and the regular changing of security passwords.The information on candidates for specific roles will be held for 6 months in line with CIPD recommended best practice. After which paper files will be securely shredded and computer records deleted. Only if we have asked, and you have given your consent for the data to be held will this not apply.**Disclosure**We may disclose the information for the purpose of obtaining referees or to share with external interviewers. Where additional information is required the information may be disclosed to the Disclosure and Barring Service, your G.P or an Occupational Health professional only after you have given your consent.**You have specific rights in connection with personal information: request access** to your personal information; **request correction** of the personal information that we hold about you; **request erasure** of your personal information; **object to processing** of your personal information where we are relying on a legitimate interest; **request the restriction of processing** of your personal information; **request the transfer** of your personal information to another party and the r**ight to withdraw consent.**  **Complaints**Privacy complaints are taken very seriously and if you believe that we have breached your privacy you should in the first instance write to the Data Protection Officer (Fran Roberson frances@centre33.org.uk) who has responsibility for Data Protection within our Company stating the details of your complaint. We would ask that you provide us with as much detail as possible to allow a thorough investigation. Your complaint will be acknowledged within 24 hours and we aim to resolve any complaint within 5 working days. However, depending on the complexity of the complaint and availability of external agencies it may on occasions take longer.Should your complaint show that we have breached our duty of care we will report the breach to the Information Commissioner’s OfficeIf you are not satisfied by our response you may complain to the ICO. |

Please return completed form to recruitment@centre33.org.uk or
Recruitment, Centre 33, 33 Clarendon Street, Cambridge, CB1 1JX