



# APPLICATION FOR EMPLOYMENT

Please read the job description and person specification carefully before completing this form. Shortlisting will be carried out solely on the basis of information provided on the application form, you may use additional sheets if required. **Applications made by CV will not be considered.**

Your completed application form should be returned by email to [recruitment@rcs-wales.co.uk](mailto:recruitment@rcs-wales.co.uk)

## Personal Details

Post applied for

How did you find out about this vacancy?

Name

Contact address

Postcode

Home Telephone

Mobile

Email address

Nationality

<b>Education</b>		
<b>Name of school or college</b>	<b>Subjects studied, level and grades attained</b>	<b>Dates</b>

**Details of any other relevant courses or training undertaken in the last 10 years**

Course / training details	Dates

## Previous Employment

Name and address of employer	Dates	Job role	Main duties and responsibilities	Reason for leaving	Salary

## Skills and experience for the role

Please tell us how you feel your skills and experience make you suited to the post you are applying for (continue on a separate sheet if necessary)

## References

Please give the name and contact details of two people that we may approach for a reference. We normally only seek references if we make a provisional offer of employment to you. Should we need to contact your referees before this, we will agree this with you first.

### Existing / most recent employer

Name:

Name:

Address:

Address:

Daytime telephone number:

Daytime telephone number:

E-mail address:

E-mail address:

Job title:

Job title:

In what capacity do you know them?

In what capacity do you know them?

## Additional information

Can you confirm that you are eligible to work within the UK and that documentary evidence can be provided to confirm this?

Yes

No

If offered this appointment when would you be free to start?

What is your level of spoken Welsh?  
Fluent / Conversational / Learner / None

Do you have access to a car and a full driving license? (if stated travel is required for the role)

Yes

No

## Declaration

If any particulars given by you in this application are found to be false or if you deliberately leave out any relevant facts, any offer of employment may be withdrawn. Alternatively, if you are appointed when the correct facts come to light you may be liable for dismissal.

Your data will be stored and used by RCS as detailed in the attached Information for applicants document.

**I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION GIVEN ON THIS FORM IS CORRECT.**

**Print Name:**

**Sign:**

Insert your digital signature

**Date:**

## RCS Recruitment Fair Processing Notice

### Why is my personal data being requested?

We collect personal data in order to carry out a recruitment and selection process.

### What personal information does RCS collect?

We will collect information about:

- personal details (name, address, contact details)
- employment and training history
- previous employment details (name of employer, occupation, number of hours worked, contact details)

### Who will RCS share my information with?

RCS will share data with the staff involved in the recruitment process and as appropriate referees.

### How is my personal information kept secure and how long is it kept for?

RCS has technical and operational measures in place to ensure the safe and secure storage of personal data. RCS operates to be compliant with the GDPR. We use secure networks for the electronic transfer of data.

Application data is kept for 6 months following the closure of an advert. After that a log of applicants will be kept and all other personal data destroyed securely.

### What are my rights?

You have the right to request to access personal information RCS holds about you and to request that RCS rectifies any incorrect information held about you. If you would like to make such a request, please notify us in writing for the attention of the Data Lead to the address below and allow 30 days for a response.

If you have a concern about the personal data collected or the way in which it was collected, you can raise this with the Information Commissioners Office. Their website is [www.ico.org.uk](http://www.ico.org.uk)

### How to contact RCS

You can contact the data protection lead – Jan Jones via email [jan.jones@rcs-wales.co.uk](mailto:jan.jones@rcs-wales.co.uk)

