Application for: Coffee Shop Assistant

The Oakwood Coffee Shop

Your details

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Phone: |  |
| Email: |  |

Education and training

Please give details:

|  |
| --- |
|  |

Employment history

Your current or most recent employer

|  |  |
| --- | --- |
| Name of employer: |  |
| Address: |  |
| Job title: |  |
| Length of time with employer: |  |
| Reason for leaving: |  |

Duties:

|  |
| --- |
|  |

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs that are relevant to the role of Coffee Shop Assistant.

|  |
| --- |
|  |

Supporting statement

Please tell us why you applied for this job.

|  |
| --- |
|  |

Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

|  |
| --- |
|  |

Are there any dates when you will not be available for interview?

|  |
| --- |
|  |

When can you start working for us?

|  |
| --- |
|  |

Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Referee 1

|  |
| --- |
|  |

Referee 2

|  |
| --- |
|  |

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

**Privacy notice for Job Applicants**

In completing this application form and applying for a job with TVC Church, you will be providing us with personal information which we process in line with current data protection legislation. Full details on how we protect and process this information can be found in our Data Protection Policy, a copy of which is available on request.

This Privacy Notice is intended to give job applicants a concise overview of how we protect and process the personal information they provide when completing this application form.

**How we use the personal data you supply on this form**

We only request information that is relevant to the role for which you have applied, and that we are required to do, under current data protection and employment legislation. This enables us to consider the suitability of each application on an equal basis and informs our decisions when shortlisting applicants for interview.

Who we share your personal data with

At this stage, we only share applicant information with relevant staff within TVC Church, who are involved in the recruitment and selection process.

Our lawful basis for processing your personal information

Contract: by completing and submitting an application form, you are requesting that we consider you as a suitable candidate for employment and, if successful, enter into a Contract of Employment with us.

**Your rights**

If you would like us to consider your application, we must process your personal information and have appropriate legal grounds to do so. If, however, you wish to withdraw your application at any stage and exercise your right to prevent us processing your data further, please notify us immediately. Full information on all your rights under current data protection legislation can be found in our Data Protection Policy.

**How long we keep your data for**

We do not retain application forms from candidates who have not been shortlisted; they are securely destroyed. We may retain application forms from applicants who were unsuccessful following interview for a period of 6 months. Not only does this provide a potential opportunity for further openings within the company, it also enables us to reconsider unsuccessful applicants in the event that the successful applicant does not commence employment with us. If successful, your application form is retained in your personnel file for the duration of your employment, in line with our retention policy and schedule. Application forms that are not retained are confidentially shredded.

**If you are not happy with how we process your information**

We are committed to protecting the personal data we process relating to all our interested parties and stakeholders. If you wish to raise a concern or make a complaint in relation to how we process the information you have provided on this form, please contact David Marley in the first instance on david.marley@tvchcurch.org.uk.

If you feel that after contacting us your concern or complaint is not resolved, you have the right to lodge your complaint with the Information Commissioner’s Office on 0303 123 1113 or via their website: [ico.org.uk/make-a-complaint](http://ico.org.uk/make-a-complaint/).