

Job Application Form

**Position applied for: Administration Assistant**

**Privacy Statement**

When you apply for a position with the Missionary Society of St. Columban (MSSC), we will use the information you provide to assist in the recruitment and selection process. MSSC recognises the importance of respecting your personal privacy and take our responsibilities regarding the security of applicant information very seriously.

Under the Data Protection Act 2018, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin, and health, amongst other things, is known as ‘special category data’. We will record and use your personal and special category data for internal purposes only, to assist in the recruitment and selection process. We do not share personal or special category data with third parties, except when this becomes necessary for MSSC, or is required by law or other legal processes. We will only keep your personal information for as long as we need to in order to fulfil the purposes of recruitment and selection, or as required by law.

By submitting this application to us you are giving your consent to MSSC to process your personal and special category data for the purposes of recruitment and selection.

If you have any queries or concerns as a result of this statement, please email to yourprivacy@columbans.co.uk or call the Mission Office on 01564 772 096.

**Personal Details**

Title ………………… First Name Last Name

Address (including Postcode)

Telephone National Insurance Number

E-mail

**Education, Qualifications and Training**

Please give brief details of education, specifying qualifications and examination results, including work-based training, starting with the most recent first. Insert rows as required.

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| --- | --- | --- |
| Name of Secondary School | Qualifications (i.e., GCSE, A Level, Scottish Higher etc.) and Grades | Date gained |
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| --- | --- | --- | --- | --- |
| Name of College, University or Training provider | Course/Subject title | Qualification/ Level | Grade | Date gained  |
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**Present or most recent employer**

Job Title Dates (from-to)

Employer Name & Address Rate of pay

Main Duties and Responsibilities

Reason for leaving/changing employment

**Employment history**

Include here a brief summary of previous posts held, including any voluntary or part-time work

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer | Job Title/Role | Main Duties | Dates from-to and reason for leaving |
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**Skills, competencies and experience gained from previous employment**

**Supporting Information**

Any personal qualities, skills and experience not covered above which you think make you suited for this role

**Practical Details**

**Right to work in the UK**

Do you currently have the right to work (paid) in the United Kingdom? [[1]](#footnote-1) YES / NO

**Criminal Record**

This post is not exempt from the Rehabilitation of Offenders Act 1974.

Please provide below details of any ‘unspent’ convictions that you have.

**Access requirements**

Do you have any disabilities that might require additional support

or reasonable adjustments to help you undertake the role? YES / NO

Please tell us below if there are any reasonable adjustments, we can make to assist you in your application or to the job itself to help you carry it out.

Dates you are **not** available for interview:

If offered this post, when could you take up employment?

**Referees**

Please provide below the name, address, and telephone number of TWO referees. One referee must be your present or most recent employer and the second a previous employer. If you cannot provide these, please provide a referee who has known you for at least 2 years. This must not be a member of your family and you should state the capacity in which they know you. The Columbans reserve the right to contact any former employer for a reference.

**First Referee**

Name and position (e.g., job title)

Address

Telephone/E-mail

May we contact this referee prior to interviews? YES / NO

**Second Referee**

Name and position (e.g., job title)

Address

Telephone/E-mail

May we contact this referee prior to interviews? YES / NO

**Declaration**

I declare that, to the best of my knowledge and belief, the information I have given in this application is accurate and true. I understand that, should my application be successful, and it is discovered subsequently that information is false, this could result in my dismissal.

I declare that I have read and understood the Privacy Statement at the top of this form and consent to the processing of personal and special category data provided for the purposes of recruitment and selection.

I confirm and understand the declaration.

Signature Date

*For applications by email please PRINT your name*

**Please send your completed and signed application to** **hr@columbans.co.uk**

**Deadline for applications is Midnight on Wednesday 1st June 2022.**

1. All applicants called for a final interview will be asked to produce evidence of their eligibility to work in the UK [↑](#footnote-ref-1)