

Voluntary Action Reigate & Banstead

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Recruitment Information Form

Post Applied for: **Communications Officer**

PERSONAL DETAILS

Surname: First Names:

Address:

Tel. No: Email:

CONVICTIONS

Do you have any unspent criminal convictions? Yes \_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

Are there any current proceedings or investigations on-going against you? Yes \_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

If you have answered ‘yes’ to either of these questions, please include a separate disclosure statement. Any information given will be treated in complete confidence by the Appointing Manager and will not automatically debar you from consideration for employment.

ELIGIBILITY

Please tick to confirm you are eligible to live and work in the UK 🞏

Evidence of eligibility to work in the United Kingdom will be requested if you are offered the job.

AVAILABILITY

If offered the job, when would you be available to start work?

SIGNATURE

I confirm that the information contained in this Information Form is true and accurate, and I understand that any employment offered to me may be terminated in the event that material information – not disclosed in my application – is discovered at a later date.

|  |  |
| --- | --- |
| Signature (electronic completion is acceptable) | Date |
|  |  |

DATA PROTECTION

The information on this form is strictly confidential and is used for the purpose of selection and recruitment.

If you are offered and accepted a job with VARB the information on this form, and the form itself, will be retained in your personnel file, in a password protected electronic folder to which only the Chief Executive Officer will have access.

The information you share with us will not be shared with any other parties. This information will be retained during your period of employment with VARB. Once your employment is complete we will delete all personal records relating to you, apart from your name, date of birth and dates of employment, to ensure we can provide you with a reference.

If you are not offered a job with VARB the information on this form will be retained in a password protected electronic folder for 6 months. The information will be retained so that we can offer you feedback following your interview. The form and all related information will be safely destroyed after this period.

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| --- |
| Please return your Information form along with the Diversity & Equalities Monitoring Form, a current cv and supporting statement to: [info@varb.org.uk](mailto:info@varb.org.uk)  (Please use the subject line “Application for Communications Officer post”) |