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| **JOB APPLICATION FORM**   |  |  | | --- | --- | | For the position of | Communications and Marketing Manager | |  |

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| **HOW TO FILL IN THIS FORM** |
| When filling out this application form please:   * Answer all the questions * Type or write in black ink or ball-point as this form will be photocopied * Continue on additional sheets if there is insufficient space   **The information that you provide on this form will be used to make our initial selection. It is important that you relate your skills and experience to the criteria in the Person Specification of the job for which you are applying. Please refer to our privacy policy attached to this application form**  Edgware and Hendon Reform Synagogue is committed to equal opportunities in the recruitment, training and retention of its employees. Please tell us if there are any adjustments, we need to make which would enable you to compete fairly for this job. |

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| **PERSONAL DETAILS** | | | | | |
| Surname |  | | Forename(s) |  | |
| Title |  | | Maiden or Previous name (s): | | |
| Street |  | | | | |
| Town/City |  | | | | |
| County |  | | | | |
| Postcode |  | | Mobile Number |  | |
| Home Tel: |  | | Work Tel: |  | |
| Email |  | | | | |
| Date from which you are available to work (DD/MM/YYYY) | | | | /    / | |
| Nationality | | | |  | |
| Salary Expectation | | £ | Current/Last Salary | | £ |
| How did you learn about this vacancy? | | | | | |
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| **EMPLOYMENT HISTORY** | | | |
| Please list in order (most recent job first) the organisation you have worked for both full-time and part time, paid or unpaid, including relevant voluntary work in the last 5 years. | | | |
| From | To | Employer | Job Title/Main Duties |
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| **EDUCATION & TRAINING** | |
| Please include details of studies undertaken and qualifications obtained from secondary education onwards. (NB Shortlisted candidates will be required to produce qualification certificates at interview) | |
| School/College | Qualifications and grades gained |
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| **MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS AND INSTITUTIONS** | | |
| Name of Association/Institute | Grade/Class of membership and  Registration or membership number | Date |
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| **HEALTH** |
| Do you have any physical, learning or mental health conditions which could affect your ability to perform the particular Job for which you are applying?  If yes, please provide details of reasonable adjustments that we might be able to make to help you do your job.    If **YES**, please describe (below) how you feel you would be able to perform the job |
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| **REFERENCES** | |
| Please give the details of two people who are familiar with your abilities and are willing to act as a referee, one of whom should be your current or recent employer. The other must be a previous employer unless you have had no previous employment in this case we will accept reference from your school or university. We will only take up references if we intend to offer you the position. | |
| **Referee 1**   |  |  |  | | --- | --- | --- | | Name |  | | | Position |  | | | Street |  | | | Town/City |  | | | County |  | | | Postcode |  |  | | Email |  | | | **Referee 2**   |  |  |  | | --- | --- | --- | | Name |  | | | Position |  | | | Street |  | | | Town/City |  | | | County |  | | | Postcode |  |  | | Email |  | | |

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| **DEMONSTRATION OF ABILITIES** |
| Our initial selection process will be based on your **Application Form**. You should demonstrate how you meet the requirements of the ***Personal Specification*** by completing the following section. For example, this can be through relevant skills and experience attained. If you feel there is any extra information which will support your application, such as additional skills, feel free to add an additional **Supporting Statement**.  **Remember, the information provided on this form will be used to decide whether you are suited to the vacancy on offer and constitutes an important part of our selection process**. |

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| Demonstrate how your **QUALIFICATIONS, SKILLS AND ABILITIES** meet the expectations stated in the Person Specification |
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| Demonstrate that you have the relevant **EXPERIENCE** as stated in the Person Specification |
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| Demonstrate that you have the relevant **SPECIAL KNOWLEDGE** required for this position |
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| Please explain how your **PERSONAL QUALITIES** meet the expectations of the role |
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| **DECLARATION** | |
| Should your application be successful, it is our policy to submit employees who have direct contact with children or vulnerable adults will be subject to clearance by the Disclosure and Barring Service. In compliance with amendments made to the Asylum and Immigration Act 1996, we require all applicants to provide evidence that they are legally permitted to work in the UK. | |
| **I confirm that to the best of my knowledge and belief, the information I have given is correct and I understand that any contract offered to me is based on the information provided.**   |  |  |  |  | | --- | --- | --- | --- | | **Signed** |  | **Date** (DD/MM/YY) | /    / |   **Please note: Your attention is drawn to the GDPR Applicant Consent form which is part of this document. We will be unable to process your application without the signed consent form.** | |
|  | 118 Stonegrove, Edgware, Middlesex, HA8 8AB Telephone: 020 8238 1000 email: admin@ehrs.uk: web: www.ehrs.uk Charity Regn: 1172458 Company Regn: 10622971 |

**General Data Protection Regulations**

**Consent Form for Job Applicants**

From May 2018 the law changes about how organisations record, store and use individuals’ personal data. Currently the Data Protection Act cover how this is managed, but this new GDPR law means we have to change some of our working practices.

As an organisation we need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

**Your consent is requested**

We would like your consent to hold personal and special data about you in order that we can process your employment application.

The data we wish to obtain and hold (a range of examples provided, but not limited to)

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| **Type of data** | **Why we wish to hold it** | **How long it will be kept for** |
| **Recruitment data**  Previous employers  Types of job held at other companies  Previous salaries  Skills and qualifications obtained | This will allow us to make a decision on your suitability for employment/engagement  It will help us to decide which dept. you may be most suitable in | Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 12 months.  If a job offer is made and more comprehensive GDPR consent form will be issued |

**Agreement to use my data**

I hereby freely give my prospective employer Edgware and Hendon Reform Synagogue consent to use and process my personal data relating to my job application (examples of which are listed above).

**In giving my consent:**

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

I understand the Data Controller for Edgware and Hendon Reform Synagogue is Andrew Woolstoneand I can contact them directly if I have any questions or concerns. Their e-mail address is [andrew.woolstone@ehrs.uk](mailto:andrew.woolstone@ehrs.uk) their telephone number is +44 20 8238 1000.

I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at [www.ICO.org.uk](http://www.ICO.org.uk))

Name: ...…………………………………………………………

Signature: ……………………………………………………….

Date: …………………………………………………………….

Yours sincerely

*Andrew Wolstone*

Data Controller