

**Personal Information Form – Part B**

**Post Applied For:** …………………………………………………………………………………………….………………………………………….……..

**Applicant Details:**

Title …………… Surname: …………………………………………………………… Forenames: ……….…………………………………………

Previous Surname(s) ……………………………………………………….………… Date of Birth …………………………………………………

National Insurance Number ……………………………………………………….

Address ……………………………………………………………………………………………………………………………………………..………………..

……………………………………………………………………………………………………………………………Postcode ………………………………..

Telephone Numbers (Home) ………………………………….…………. (Mobile) ……………………………….……………………………..

Email Address …………………………………………………………………………………………………………………………………..…………………

Do you have any medical condition which would affect your ability to carry out the duties of this post. If so, please give details.

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| Yes / No |

**Applicants with disabilities**

Do you consider yourself to be disabled under the Equality Act 2010? If yes, please list any reasonable adjustments you might need during the interview, or when carrying out the role for which you are applying:

……………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………..

Signature: ………………………………………………………………………………. Date: ……………………………………………………………..



**Self-Disclosure Form**

Full Name: …………………………………………………………………………………………………………………………………………

All information you provide will be treated as confidential and managed in accordance with relevant Data Protection Legislation and Guidance.

**DELETE AS APPROPRIATE**

|  |  |
| --- | --- |
| Have you ever been known to any children/adult services or to the police as being a risk or potential risk to children, young people or vulnerable adults?  If yes, please provide further information: | YES / NO |
| Have you been subject to any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children, young people or vulnerable adults?  If yes, please provide further information: | YES / NO |
| Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975?  If yes, please provide further information: | YES / NO |
| Are you registered with the DBS update service? | YES/NO |
| Have you lived outside the UK for more than 3 months in the last 5 years  If so, please provide further information: | YES / NO |
| Do you have any family or close relationship to existing employees or to a Trustee of People First? If yes, please provide further information: | YES / NO |
| **For teaching posts only**  Are you included in any list of people barred from working with children by the DBS or the NCTL | YES / NO |

**Do you need a UK work permit to do this job under the terms of the Immigration and Asylum Act 1996?**

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Details of any permit currently held:

**Confirmation of declaration and consent**

‘I consent to People First processing data relating to me for both recruitment and, if I am successful, employment purposes including legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data (as defined in the Data protection Act 2018) relating to me, including, as appropriate:

(a) Information about my physical or mental health or condition;

(b) my racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;

(c) criminal convictions; and

(d) in order to comply with legal requirements and obligations to third parties.

People First may make such information available to those who provide products or services to the People First (such as HR advisers and payroll administrators), regulatory authorities and as may be required by law.

I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently comes to the attention of People First.”

In accordance with People First procedures, if required, I consent to People First carrying out a DBS check on me and also agree to provide sight of this valid DBS certificate on request. I also consent to People First clarifying any information provided on the disclosure with the agencies providing it.

I have read the **Standard/Enhanced Check Privacy Policy** for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the registered body may provide this information directly to my employer prior to me receiving my certificate.

Or

I have read the **Basic DBS Check Processing Privacy Policy** <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data.

I consent to the DBS providing an electronic result directly to the responsible organisation that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate does not contain criminal record information or to await certificate which will indicate that my certificate contains criminal record information.

I agree to inform People First within 24 hrs if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people or vulnerable adults.

I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by People First to other persons or organisations in circumstances where this is considered necessary for safeguarding purposes .

I have provided complete and true information in support of the application and I understand that knowingly making a false statement for this purpose is a criminal offence.

Name …………………………………………………………………………………………………………

Post applied for …………………………………………………………………………………………

Signature: ……………………………………………………………………………………….…………. Dated: ……………………….

**NB: Please refer to the Job Applicant Privacy Notice attached/on our website setting out the way we will use your personal data.**

**REFERENCES**

Please give the names of two referees, **one of whom must be your current/most recent employer.** (please note that references from relatives or those writing solely as friends will not be accepted)

Where an applicant is not currently working with children young people/vulnerable adults but has done so in the past, one reference must be from this employer.

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Position:**  **Company:** | **Position:**  **Company:** |
| **Capacity in which you know this referee:** | **Capacity in which you know this referee:** |
| **Email address(required)** | **Email address(required)** |
| **Telephone Number:** | **Telephone Number:** |