# Logo, circle  Description automatically generatedApplicant Information Sheet

Once completed, please return by email along with your CV, cover letter and the Equal Opportunities Monitoring Form to **Northern.Roots@oldham.gov.uk**

Please note that all applications received after the closing date, midnight Tuesday 30th November, will be automatically rejected as standard practice and without exception, in the interests of fairness.

Shortlisted applicants will be invited to attend an interview in the week beginning 6th December.

This position will require an enhanced DBS check which will need to be conducted prior to undertaking the role. References will be requested after a provisional offer is made.

We request that you also complete the Equal Opportunities Monitoring Form. The information from this form enables us to monitor the effectiveness of our equal opportunities practice and to ensure that we are open to all. Any information that you provide is confidential and will be kept separate from your application form.

# Personal Information

|  |  |
| --- | --- |
| **Surname** |  |
| **Other Names** |  |
| **Address****where we can write to you** |  |
| **Contact Telephone numbers****Daytime****Home** |  |
| **Email address** |  |

# Specific Arrangements

Please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process?

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# Notice Period

If offered the job, how much notice would you need to provide to your current employer?

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|  |

# References

Please give the names and addresses of two people from whom references can be requested. Please indicate the capacity in which they know you. One referee must be your present or last employer. We will not contact your referees without your permission

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone No.** |  |
| **Email address** |  |
| **Relationship to you** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone No.** |  |
| **Email address** |  |
| **Relationship to you** |  |

# 7. Criminal Record

This post is subject to an enhanced DBS check as it will involve work with children and vulnerable adults.

Having a criminal record will not necessarily bar you from working with Northern Roots but this will depend on the nature of the opportunity sought and the circumstances and background of the offence.

For more details or to have an informal chat or to answer any queries you may have answered, please contact Justine Race Justine.Race@oldham.gov.uk

If you do not consent to these checks being carried out, or if consent is withheld, we are unfortunately unable to proceed with your application.

|  |  |  |
| --- | --- | --- |
| **Do you have any unspent criminal convictions?** | [ ]  Yes  | [ ]  No |
| **Are you prepared to complete a DBS if needed?** | [ ]  Yes  | [ ]  No |

# Declaration

I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent Contract of Employment.

 I confirm that I have the right to work in the UK.

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| --- |
| Signed (print if via email): Date:  |

Please complete and save your application sheet using your full name and the post title as the document name, please email to **Northern.Roots@oldham.gov.uk**

Please also attach a completed Equal Opportunities Monitoring Form so we can monitor the effectiveness of our equal opportunities practice and ensure that we are open to all. This information is confidential and will be kept separate from your application form.

 You should receive a response confirming receipt, if you do not receive a response please contact Justine Race Justine.Race@oldham.gov.uk

**About the information you provide**

Northern Roots seeks to ensure, under the GDPR (General Data Protection Regulation) Act, that our records are kept in accordance with the Act and that staff and volunteers abide by it. All necessary details held will only be accessible to relevant members of staff. We may use other organisations to carry out tasks on our behalf, including analysing and evaluating data for research purposes, we will provide these organisations with only the information needed to deliver these services, and they are not permitted to use or store your data for any other purpose. We do not share your information with any other organisations for their marketing purposes. Please see our privacy notice with more detail on how we handle data, under the Environment heading.[**https://www.oldham.gov.uk/info/200148/data\_protection\_and\_freedom\_of\_information/2078/oldham\_council\_privacy\_notice/11**](https://www.oldham.gov.uk/info/200148/data_protection_and_freedom_of_information/2078/oldham_council_privacy_notice/11)