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| **Personal Information Form**  Job Title: | | | | | **Return Address:**  **Coventry Cathedral**  **Youell House**  **11 Priory Row**  **Coventry**  **CV1 5EX**  Or email to: Rachel.Mahon@coventrycathedral.org.uk |
| **Personal Details – Please complete this section in capital letters**  Title:  Last name:  First Name(s):  Address:  Post Code:  Daytime Telephone Number: Evening Telephone Number:  Mobile Telephone Number:  Email Address:  Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter?  National Insurance Number:  Are you eligible to work in the UK? Do you require a work permit? | | | | | |
| Are you currently, or have you been previously, employed at Coventry Cathedral?  If yes, please provide dates from and to and reasons for leaving (if applicable): | | | | | |
| Please provide two referees, one of whom must be your current or most recent employer. Family members may not be used as referees. Any offer of appointment will be subject to references which are satisfactory for our purposes. | | | | | |
| First Reference (Current or most recent employer)  Name:  Job title:  Organisation:  Address:  Postcode:  Telephone No:  E-mail Address:  Relationship to you: | | | | Second Reference  Name:  Job title:  Organisation:  Address:  Postcode:  Telephone No:  E-mail Address:  Relationship to you: | |
| Do you wish to be consulted before this referee is approached? | | | | Do you wish to be consulted before this referee is approached? | |
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| **Present or most recent employment**  Name:  Job Title:  Address:  Postcode:  Telephone number: | | | | Date from:  Date to (if applicable):  Salary and benefits:  Notice Required:  Reason for leaving (if applicable): | |
| Please provide brief details of duties and responsibilities: | | | | | |
| **Employment history**  **References may be sought from your previous employers. Please indicate if you wish to be consulted before they are approached:** | | | | | |
| Date from: | Date to: | Name and address of employer: | Job Title: | | Reason for Leaving: |
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| **Working Time Directive** **-** Are you intending to hold additional jobs?  If yes, please state the number of hours you will be working in other jobs:  This information is required to ensure we comply with Working Time Regulations. |
| **Education and Qualifications**  **SECONDARY SCHOOL EDUCATION DATES**  **QUALIFICATIONS ACHIEVED AND GRADES**  **HIGHER EDUCATION/UNIVERSITY OR COLLEGE**  **QUALIFICATIONS, YEAR OBTAINED AND GRADE**  **CURRENT PROFESSIONAL QUALIFICATIONS & MEMBERSHIPS** |
| **Relevant skills and experience**  Please demonstrate below how you meet the criteria on the person specification. You can include experience or knowledge you have gained through paid or unpaid work. Please ensure that your personal statement has been fully aligned to the requirements of the job, otherwise we will be unable to consider you for the post. This statement will be used to assess whether you will be invited to interview/assessment. | | |

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| Are you related to an employee or trustee of the Cathedral?  If yes, please provide details.  Name:  Relationship to you:  If you fail to disclose such information, you may be disqualified from consideration or, if appointed, may be liable to dismissal without notice. Canvassing of an employee or trustee in relation to this application may disqualify any applicant. |
| **Convictions/Disqualifications**  If you have a conviction, which is **not spent** under the terms of the Rehabilitation of Offenders Act 1974, you must indicate below. However, if you are applying for a post which requires a CRB check all convictions **remain unspent** and you must declare them.  I have convictions or disqualifications which are unspent:  If yes, please give details and dates of **any unspent\*** criminal convictions, disqualifications, cautions or driving offences:  **\*Please note unspent convictions will only be taken in to account if thought relevant to the job and would preclude you from being considered.**  **Disclosure and Barring Service (DBS)**  If you are applying for a post where a DBS check is requested you will be required to declare all convictions whether they are **spent** or **unspent**. **DBS checks are required for some positions within the Cathedral.** |
| **Disability**  Do you consider yourself to have a disability within the terms of the Disability Discrimination Act 1995 (as amended)?  This organisation has made a commitment to improve the employment opportunities for people with disabilities and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification.  Please specify any arrangements we can make to assist you if you are invited to attend for interview/assessment |
| **Job Applicant Privacy Notice**  **COVENTRY CATHEDRAL** (‘we’ or ‘us’) provide this notice to make job applicants aware of our policies relating to the processing of personal data in accordance with the Data Protection Act 1998 as amended, replaced, re-enacted or consolidated from time to time (including without limitation the General Data Protection Regulation (EU) 2016/679 and any national laws which relate to the processing of personal data (‘Data Protection Legislation’)) references to ‘Personal Data’ and ‘Sensitive Personal Data’ within this notice shall be references to those terms as defined in Data Protection Legislation.  **Personal Data**  We ask for Personal Data from job applicants including CVs and any ancillary information provided as part of your application to assist with our recruitment processes. Any Personal Data about you which is obtained by us during the application process (including any information obtained directly from you or from third parties such as your referees or as part of pre-employment checks) or as part of pre-employment checks may be retained and used by us for the purposes of considering your suitability for employment, conducting appropriate checks and as otherwise reasonably required for our legitimate interests and compliance with applicable law.  If your application is successful, and you subsequently become employed by us, the information described above will form part of your personnel file. [If we do not employ you, we may still retain for up to 6 months so that we can consider you for future roles].  **Sensitive Personal Data**  You may also supply us with Sensitive Personal Data including but not limited to data relating to your racial or ethnic origin, religious or similar beliefs, physical or mental health and sexual orientation by completing our equal opportunities monitoring form. This information is gathered for equality of opportunity monitoring purposes and is anonymised. The provision of such Sensitive Personal Data by you is entirely voluntary.  If we receive information regarding any medical condition, disability, or relating to your physical or mental health including information provided within return to work forms, meetings or in medical reports, we will only use this information for the purpose of providing any necessary adjustments in accordance with equality legislation, to ensure compliance with employment law, to monitor sickness absence and to inform decisions regarding your fitness for work.  **Privacy Policy**  For further information regarding the Personal Data we collect about you, how we use it, including disclosure to third parties, how we maintain security of your information and your rights to access the information we hold about you, please see our Staff Privacy Policy which is available from the HR department.  Signature:  Date:  Please note: If you return this form by e-mail, your signature confirming the above will be requested if you are invited to attend an interview. If you are printing this form out and returning it by post, please sign in black ink before returning it. |