Groundwork Greater Manchester

Personal Information Form

PERSONAL INFORMATION

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| --- | --- |
| Last Name: (Mr, Mrs, Miss, Ms etc….) | First Name: |
| Address: | Home telephone no: |
| Mobile no: |
| Email address: | |
| Post applying for: | |
| How did you find out about this post?  (Newspaper advert, Internet, internally, word of mouth etc.) | |
| Groundwork welcomes applications from individuals from all areas of the community. We offer a guaranteed interview for applicants with a disability who meet the minimum criteria for the role.  Do you require a guaranteed interview as described above? Yes / No  Please give details of any assistance or support you would require before or during an interview: | |

REFEREES

Please give details of two people (not relatives) that we could approach for references, one of whom should be your current or most recent employer. Please ensure that you have obtained their permission prior to submission. By completing this section we will assume you have given these referees permission to disclose information about you to us. *Referees will only be contacted for successful candidates.*

|  |  |
| --- | --- |
| Name: | Name: |
| Job title: | Job title: |
| Email: | Email: |
| Address: | Address: |
| Tel No: | Tel No: |
| Capacity in which you are known to the referee: | Capacity in which you are known to the referee: |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you agree to this referee being contacted if an | | | | | Do you agree to this referee being contacted if an | | | | |
| offer of employment is made? | YES |  | NO |  | offer of employment to made? | YES |  | NO |  |

DECLARATION

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| Under the General Data Protection Regulation (GDPR), Groundwork is required to notify applicants and prospective employees how their data will be collected, processed, transferred, stored and disposed of. For further details please refer to Groundwork’s Privacy Policy, available on our website. All of this application form except the equal opportunities monitoring form will be retained by Groundwork for a maximum of six months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data under GDPR. This information will be used to assist us with recruitment monitoring. It will be separated from the application form. Non-identifiable statistical equal opportunities information will be held electronically.  **By signing this form you are giving consent to Groundwork to use this data in the way described above.**  *I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I confirm I have the right to work in the UK and am not subject to immigration control under the Immigration, Asylum and Nationality Act 2006*  Signed…………………………………………………………….  Date……………………………………………………………….  Please ensure that you have read and checked this application form thoroughly prior to submission ensuring that you have followed the instructions carefully. |