

FELTWELL PLAYGROUP
 (Charity Reg. No. 1028560)
 THE W.I. HALL, THE BECK,
 FELTWELL, THETFORD,
 NORFOLK. IP26 4DB



Please ensure you fill in *all sections* of this application form to give us an accurate and complete overview of your qualifications and skills. Should you wish to fill in the form and return it in person, please use black ink and return it to the following address:

Feltwell Playgroup
W.I. Hall
The Beck,
Feltwell,
IP26 4DB

Postal Address:
Merle Gallagher
c/o Feltwell Playgroup
36 Long Lane, Feltwell
IP26 4BJ

Alternatively, you may fill in this form electronically (or print and scan it) and mail a copy to: **playgroup.feltwell@gmail.com**

Job Role	Early Years Practitioner
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Section 1—Personal Details

Surname			
Forename(s)			
Address			
Post Code			
Home Telephone Number:	Mobile Phone Number:		
Work Phone Number:	Email Address:		
Date of Birth			
Are you eligible to work in the United Kingdom?	Yes		No

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Section 2—Education and Training Details

Higher and Secondary Education			
Institution	Dates (from - to)	Subjects Studied	Grades Awarded

Training Certificates			
Training Attended	Dates (from - to)	Certificate Valid from/to	Grade Awarded

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Section 3—Employment Details

Dates (from – to)	Employer	Job Title	Details

Please give details of any relevant experience you have.

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Section 5—References

Referee 1	
Full Name	
Company	
Address	
Telephone No	
Email (if appropriate)	

Referee 2	
Full Name	
Company	
Address	
Telephone No	
Email (if appropriate)	

I declare that the information I have provided in support of my application is true and complete, and that if any information submitted in this application is found to be false or misleading Feltwell Playgroup reserve the right to withdraw any offer made to me. I also understand that I will need to agree to have two satisfactory references completed, an enhanced DBS and children's barred list check before an official offer of employment is made.

Please can you sign to confirm that you have read our safer recruitment process and privacy notice for applicants, to give us 'Feltwell Playgroup' consent to process your data.

Applicant Signature	Date

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Privacy Notice for Applicants

As part of any recruitment process, Feltwell Playgroup collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting data protection obligations.

What information do we collect? Feltwell Playgroup collects a range of information about you. This may include: your name, address and contact details, including email address and telephone number; details of your qualifications, skills, experience and employment history; information about your current level of remuneration, including benefit entitlements; whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and information about your entitlement to work in the UK.

Feltwell Playgroup may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We will also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so. Data will be stored in a range of different places, including on your application record and on other IT systems (including email).

Why does Feltwell Playgroup process personal data? We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts. Additionally, we are committed to safeguarding and promoting the welfare of children and young people and the company expects all staff and volunteers to share this commitment. Therefore, we will also have to conduct an enhanced DBS and children's barred list check.

Feltwell Playgroup has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment. If your application is unsuccessful, Feltwell Playgroup may keep your personal data on file for up to 6 months in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

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Privacy Notice for Applicants (continued)

Who has access to data? Your information may be shared internally for the purposes of the recruitment exercise. This includes members of staff and committee. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and to obtain an enhanced DBS and children's barred list check.

How does Feltwell Playgroup protect data? We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long do we keep data? If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further six months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your application whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personal file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request; require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and object to the processing of your data where Feltwell Playgroup is relying on its legitimate interests as the legal ground for processing. If you would like to exercise any of these rights, please us at playgroup.feltwell@gmail.com.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner. The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

What if you do not provide personal data? You are under no statutory or contractual obligation to provide data to Feltwell Playgroup during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.