



The Game Change Project

- Job application form
- Equality monitoring form
- GDPR notice - recruitment

Paratowyd y ddogfen hon gyda chymorth prosiect Busnes Cymdeithasol Cymru sy'n cael ei ariannu gan Gronfa Datblygu Rhanbarthol Ewrop a Llywodraeth Cymru. Fe'i cyflwynir gan Ganolfan Cydweithredol Cymru ac mae'n rhan o wasanaeth Busnes Cymru.

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Busnes Cymdeithasol Cymru Social Business Wales

[/busnescymru.llyw.cymru/busnescymdeithasol](http://busnescymru.llyw.cymru/busnescymdeithasol)
[/businesswales.gov.wales/socialbusinesswales](http://businesswales.gov.wales/socialbusinesswales)



Wales Co-operative Centre
Canolfan Cydweithredol Cymru



Llywodraeth Cymru
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The Game Change Project

Employment Application Form

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Short listing will be based on the information gathered from the form, read in conjunction with the person specification. You will be advised of the outcome of your application by email.

Please ensure the finished form is printed out, signed, dated and returned by the closing date to the address given on the last page. We are unable to accept forms returned as email attachments without a signature. Please either type directly in this form using *Microsoft Word* or print out and complete the form in black ink and BLOCK CAPITALS.

Applicants will be treated in the same way whether they are external or internal candidates. Internal candidates should advise their manager that they have applied for another position.

When completing manually, do use extra sheets if you need to provide additional information.

Surname: Forenames: Mr/Mrs/Mx/Ms:	Home Tel:
	Mobile Tel:
	Work Tel:
	Email:

Address: Post Code:
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Position Interested in:

Do you have a full, clean and current Driving Licence? Yes / No
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Employment Record (Please list chronologically, starting with current or last employer)

Name and Address of Employer:	Dates From: To:	Job Title /Function/Responsibilities:	Final Salary and Reason for Leaving:
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Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

Name of School/College/University/Training body:	Year:	Subject Studied:	Qualification/Level:

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

Training Course:	Date Attended:

Do you have any criminal convictions? Yes / No

If Yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.

Notice Period Required:

Please give details of two referees. One must be your present or most recent employer. References will only be taken up for short listed candidates.

Testimonials or references from friends or relatives are not acceptable.

Please indicate if we can take up references when you are short listed for interview YES / NO

Name:

Position:

Organisation:

Address:

Tel.

Name:

Position:

Organisation:

Address:

Tel.

DECLARATION

Before a formal offer of appointment is made we will seek verification of the details provided by the successful candidate about their present/most recent employment. The successful candidate will also have to produce evidence of relevant qualifications and proof that they are eligible to work in the UK and where relevant undergo a basic or enhanced DBS check (depending on the job role).

The information provided by you on this form may be processed for purposes permitted by the General Data Protection Regulation. You have, on written request, the right of access to personal data held about you. The company treats personal data collected during the recruitment process in accordance with our Data Protection Policy.

I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or, if employed, dismissal.

Signature:

Date:

Please return completed form to:

The Director
The Game Change Project
Llwydcoed Mill
Aberhafesp
Bwlch y Ffridd
Powys
SY16 3JE

Or E-mail to gamechangeproject@gmail.com

Please complete the enclosed Equality Monitoring form and GDPR Recruitment and Selection statement and return to us with your application.

Equality Monitoring

NAME:
POSTION APPLIED FOR:

We hope you will assist us by completing this form. The information is used to monitor the operation of the Equality and Diversity policy and the effectiveness of advertising, and for no other reason. The data will be treated with utmost confidentiality. It will not be taken into account in assessing information on your application form and is always removed prior to short-listing.

GENDER			
Please tick one of the categories			
Male	Female	Prefer not to say	If you prefer to use your own term, please specify here:

AGE RANGE					
Please tick one of the categories					
16-24	25-34	35-44	45-54	55-64	65+

SEXUALITY					
Please tick one of the categories					
heterosexual/straight	gay man	gay woman/lesbian	bi-sexual	prefer not to say	other

MARITAL STATUS				
Please tick one of the categories				
I am married	I am single	I am divorced	I am widowed	other

DISABILITY	
<i>Under the Equality Act 2010, a person is considered to have a disability if she/he has a physical or mental impairment which has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.</i>	
Do you consider yourself to be disabled under the above definition? (Please tick as necessary)	
<i>I am disabled</i>	<i>I am not disabled</i>
Nature of disability (optional)	

ETHNIC ORIGIN					
<i>Ethnic origin refers to members of an ethnic group who share the same cultural background and identity. Please not the categories listed below are approved by the Commission for Racial Equality.</i>					
How would you describe your ethnic origin? Please tick one of the categories					
White British	White Irish	White Other			
Mixed (White/Black)	Caribbean	Mixed African	Mixed Asian	Mixed Other	
Asian(or Asian British)	Indian	Pakistani	Bangladeshi	Asian Other	
Black(or Black British)	Caribbean	Black African	Black Other		
Chinese	Other Ethnic Group-please state			

Finally, how did you hear about this vacancy?
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General Data Protection Regulations 2018

Recruitment & Selection

Privacy Statement

Here at The Game Change Project we take your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below and if you would like more information on a particular topic please contact our Data Protection Officer by writing to Aber Food Surplus.

Personal Data We Collect

We collect the following personal data relating to your employment application:
Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number)
Employment history
Qualifications
Equality of Opportunity (Ethnicity, Disability Details) under Special Categories
Interview Notes

How We Use Personal Data

Your personal data will be used to process your employment application.

How Long We Will Hold Personal Data

Successful candidate's data will be held under the company's General Data Protection Policy details of which will be made available upon the offer of employment. Full details are available in the employee handbook.

Unsuccessful candidates' data will be held of a period of 6 months where upon it will be confidentially destroyed.

Reasons We Share Personal Data

We will not normally share personal data with anyone else, but may do so where:

- There is an issue that puts the safety of our staff at risk
- We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud
- The apprehension or prosecution of offenders
- In connection with legal proceedings
- Where the disclosure is required to satisfy our legal obligations

How We Protect Your Personal Data

We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

How to Access & Control Your Personal Data

Individuals have a right to make a 'subject access request' to gain access to personal information that the company holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with

- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests must be submitted in writing, either by letter or email to the DPO. They should include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

When responding to requests, we:

- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request
- Will provide the information free of charge
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary
- If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

Other data protection rights of the individual: In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest
- Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
- Prevent processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

NOTE: Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

Consent

I have read and consent to my personal data, as detail above, being held and utilised by Quay to Well Being for the purposes stated.

Signed: Date:

Please send a copy of your signed GDPR Form to gamechangeproject@gmail.com or by mail marked "Confidential" to:

The Game Change Project

Llwydcoed Mill

Aberhafesp

Bwlch y Ffridd

Powys

SY16 3JE