Employment Application

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| A. Position Applied For | |
| Full Name: |  |
| Position applied for: | Mental Health & Wellbeing Outreach Worker |
| How did you find out about this vacancy? Please give details. |  |

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| Ascension Trust (AT) is a Christian Inter-denominational Organisation (Registered Charity Number 1127204 and Company Number 06751712) with a passion to empower individuals to work together within their local community and nation, to contribute positively to society and to improve the quality of life of the disadvantaged and vulnerable.  Ascension Trust was founded in 1993 by Reverend Les Isaac with a mission to empower churches to be effective as "salt and light" in their local community, city and nation. Ascension Trust is a faith based Christian Charity that operates as an umbrella body for a number of initiatives, which among others includes Urban Mission, Street Pastors, School Pastors, Prayer Pastors, Synergy Network and Five2Medics by offering relevant training programs, governance counsel and pertinent support. The Board of Trustees are Christians from different denominations and from a wide range of professional backgrounds.  Please complete this application form carefully ensuring **you answer each question by providing all the requested information.** Kindly complete this employment application electronically or write neatly in **black ink**, to ensure the form will be legible when photocopied. Feel free to attach your professional CV but ONLY applicants who fill in this form as requested will be considered. Please continue your answers on a separate sheet if need be.  Ascension Trust seeks to ensure that the recruitment process is equally accessible to any applicants with disabilities. If you would like Ascension Trust to make any reasonable arrangements to assist you with the recruitment process, please simply let us know. Only shortlisted candidates will be further notified of the remainder of the recruitment process.  For more information please contact our Legal & Policy Officer on [**hr@ascensiontrust.org.uk**](mailto:hr@ascensiontrust.org.uk) or by writing to Ascension Trust, Alpha House, Alpha Place, Garth Road, Morden, SM4 4TQ. |

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| B. Personal Information | |
| Surname: |  |
| Forenames: |  |
| Current Address: |  |
| Email Address: |  |
| Daytime Telephone Number: |  |
| May we contact you during the day? |  |
| Evening Telephone Number: |  |
| Do you require a UK work permit? |  |
| Are you related to any AT Trustee?  If yes, please give details: |  |

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| C. Education and Qualification | | | | | | | | |
| Please give details of your Education – Schools and Colleges attended, and any qualifications obtained, including membership of any professional bodies. | | | | | | | | |
| **School/College/University (Name and address)** | | | | Dates | | | **Qualification** | |
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| D. Other Training and Qualifications | | | | | | | | |
| **Date** | **Description of Activity** | | | Level of Proficiency | | | | **Qualification Attained** |
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| E. Employment History | | | | | | | | |
| Please list in order (the most recent first), the organisation(s) you have worked for full and part time, including relevant voluntary or unpaid work. | | | | | | | | |
| **Employer’s**  **name and address** | | **Dates of**  **Employment** | **Job Title** | | | **Reason for**  **leaving** | | |
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| F. Continued Professional Development | | | | | | | | |
| Please list in order of the most recent, any relevant CPD activities or courses attended | | | | | | | | |
| **Description** | | | | | Date | | | **Points** |
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| G. Personal Statement |
| Drawing on your knowledge, experience, skills and abilities please explain how you meet the points on the person specification, and what makes you suitable for this job. This is a very important part of the information you supply to us. You should take this opportunity to give examples of work you have done to demonstrate your abilities. |
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| H. Rehabilitation of Offenders Act (1974) | |
| The post you are applying for is exempt from the Rehabilitation of Offenders Act (1974). This means that you are required to give details of all convictions or pending cases, including dates and sentences. An offer of employment may be made on a conditional basis, subject to the relevant criminal record checks being carried out.  Any information given will be kept confidential.  Failure to declare convictions will result in withdrawal of a job offer or, if subsequently discovered, to disciplinary action and/or dismissal.  If you are unsure about any matter, please contact our Legal & Policy Officer at [**hr@ascensiontrust.org.uk**](mailto:hr@ascensiontrust.org.uk).  You are required to complete the following declaration:  \*Delete as appropriate | |
| Declaration | **I am applying for a post which is exempt under the terms of the Rehabilitation of Offenders Act 1974 and:**  **I have a conviction (s) the details of which are attached**  **\*I do/do not have any convictions\*** |
| Signature |  |
| Date |  |

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| I. References\* | |
| Employment Referee One | |
| Name |  |
| Job Title |  |
| Relationship to Applicant: |  |
| Address |  |
| Email Address: |  |
| Tel. Number: |  |
| Employment Referee Two | |
| Name |  |
| Job Title |  |
| Relationship to Applicant: |  |
| Address |  |
| Email Address: |  |
| Tel. Number: |  |
| Personal or Pastoral Referee | |
| Name |  |
| Job Title |  |
| Relationship to Applicant |  |
| Address |  |
| Email Address: |  |
| Tel. Number: |  |

\*Employment or continued employment will be subject to the receipt of satisfactory references.

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| I. Declaration | |
| I confirm that to the best of my knowledge the information given in this employment application form is true and correct.  I understand the Organisation will use and keep information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the period set out in the Organisation's Data Protection Policy. | |
| Signature |  |
| Date |  |

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| J. Monitoring Information | | |
| Ascension Trust is under a duty to protect the public funds it administers and to this end may use the following information you have provided within this organisation for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. This form has been drafted with guidance from the Equalities and Human Rights Commission. | | |
| Full Name |  | |
| Job Title |  | |
| Male or Female |  | |
| Date of Birth |  | |
| Ethnic Group | *White* | British |
| Irish |
| Other White Background? |
| *Mixed* | White and Black Caribbean |
| White and Black African |
| White and Asian |
| Other Mixed Background? |
| *Asian or Asian British* | Indian |
| Pakistani |
| Bangladeshi |
| Other Mixed Background? |
| *Black or Black British* | White and Black Caribbean |
| White and Black African |
| White and Asian |
| Other Black Background? |
| *Chinese or Other Ethnic Group* | Chinese |
| Other Ethnic Background? |

**Ascension Trust General Privacy Notice**

**How the information we hold on you will be used**

1. Personal data is any information about a living individual which allows them to be identified (eg a name, email address, address, image, ID number). Identification can be by the personal data alone or in conjunction with any other information.
2. Your information/personal data will be held by Ascension Trust. You can contact the Ascension Trust as a data controller and for any data protection enquires by post by writing to:

Data Protection Officer

Ascension Trust

Alpha House

158 Garth Road

Morden

Surrey

SM4 4TQ

By email at [data@ascensiontrust.org.uk](mailto:data@ascensiontrust.org.uk) and by telephone on 020 8330 2809.

1. Ascension Trust is a charity registered in the UK and the umbrella body for a wider network of initiatives in the UK, who all work together to deliver the Ascension Trust' mission in communities throughout the UK. We may need to share personal data that we hold with them so that they can carry out their responsibilities in our communities. Ascension Trust along with initiatives coming under our umbrella are joint data controllers and all responsible to you for how your personal data is processed. This privacy notice is sent to you by Ascension Trust on our own behalf and on behalf of these other data controllers.
2. As data controllers we will comply with our legal obligations towards you to keep any personal data we hold on you up to date; to store and destroy it securely; not to collect or retain excessive or unnecessary amounts of data; to keep your personal data secure, and protect it from loss, unauthorised access, misuse and disclosure.
3. We will use your personal data for some or all of the following purposes:
   1. to enable us to deliver the Ascension Trust mission to our local communities, and to carry out other charitable or voluntary activities for public benefit as provided for in the governing document and statutory framework of Ascension Trust and its other joint controllers;
   2. to fundraise and promote our work;
   3. to send you communications which you may have requested or that may be of interest to you about our operations, events, fundraising activities, campaigns and appeals.
   4. to process a donation that you have made (including Gift Aid information);
   5. to maintain our records and accounts;
   6. to keep you notified of changes to the service that we provide, events or personnel within Ascension Trust;
   7. to seek your comments or views;
   8. to process applications for a role;
4. We may process the following personal data:

* 1. Names, titles, aliases, photographic images.

* 1. Contact details, eg telephone numbers, addresses and email addresses.
  2. Where relevant we may process demographic information such as your date of birth, marital status, nationality, family composition, dependants, education/work histories, academic/professional qualifications and employment details.
  3. Where you make donations or pay for activities or merchandise, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
  4. Other operational personal data created, obtained, or otherwise processed in the course of Ascension Trust carrying out our activities including, but not limited to, recordings of telephone conversations, IP addresses and website visit histories, and logs of visitors.
  5. The data we process will likely include sensitive personal data because as a Christian organisation the fact that we process your data may be suggestive of your religious beliefs. Ascension Trust may also process other categories of sensitive personal data revealing racial or ethnic origin, religious or philosophical beliefs, and the processing of genetic data, data for the purpose of uniquely identifying a natural person, and data concerning health.

1. Whilst we will rely on your consent as a legal basis for this processing, we will also have a legitimate interest for processing your personal data in order to facilitate the Ascension Trust mission. As a religious organisation we may process information about your religious believe to administer membership or contact details. Whilst exercising our legitimate interest we will always take into account your interests, rights and freedoms.
2. Some of our processing is necessary for compliance with a legal obligation. Where your personal data is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.
3. Your personal data will be treated as strictly confidential. It will only be shared with third parties including other data controllers where it is necessary for the performance of our tasks or where you first give us your prior consent.
4. We may also share your personal data with our agents, servants and contractors. For example, we may ask a commercial provider to send out newsletters on our behalf, or to maintain our database software.
5. It is not envisaged that your personal data will be transferred to any party outside of the UK, but in the event that this needs to be done, your consent will be sought beforehand. Any electronic personal data transferred to countries or territories outside the UK will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by UK binding corporate rules. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.
6. We will keep your personal data only for as long as we need it and in line with our Data Retention Policy and we will delete it when it is no longer needed. Elements of your personal data may be retained by the organisation for historical, statistical or research purposes.
7. We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits.
8. As a person whose personal data Ascension Trust holds (a data subject) you have the following rights:
9. The right to be informed of your rights as a data subject through this privacy notice.
10. The right of access to the information Ascension Trust holds on you.
11. The right to correct the information we hold on you.
12. The right to erase the information we hold on you.
13. The right to restrict processing of your personal data
14. The right to data portability and the transfer of your personal data to another data controller.
15. The right to object to the processing of your personal data.
16. Rights in relation to automated decision making and profiling.
17. When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security. In such a case we may need you to verify your identity before you can exercise these rights.
18. You have the right to withdraw your consent to the processing of your personal data by Ascension Trust at any time.

1. Ascension Trust currently has no automated decision making or profiling activities. If in future these activities are to occur, you will be notified, and your consent sought before your personal data is processed in this manner.
2. Should you be dissatisfied with the way in which the organisation has processed your data you have the right to submit a complaint to the Information Commissioner's Office:

Information Commissioner’s Office

Wycliffe House

Water Lane Wilmslow

Cheshire SK9 5AF

[www.ico.org.uk/concerns/handling/](http://www.ico.org.uk/concerns/handling/)