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| Rock-Trust-Logo-Lock-Up-RGB | **CONFIDENTIAL**  **APPLICATION FORM** |
| Please complete this form as clearly as possible and return it to the address shown below in PDF format.  **Do not attach CVs or other papers – use this form only.**  **(please complete in black ink)** | |
| Application for the post of:  Head of Business Development | Please return this form and the separate Criminal Conviction Self Declaration form to Alan Surgeon at AWS Executive via the microsite link:  [**https://awsexecutive.com/head-of-business-development-for-rock-trust/**](https://awsexecutive.com/head-of-business-development-for-rock-trust/)  Please also complete the separate Equal Opportunities Form and email to:  [**rocktrust@awsexecutive.com**](mailto:rocktrust@awsexecutive.com)  Any queries please email:  [**alan@awsexecutive.com**](mailto:alan@awsexecutive.com) |
| **1. PERSONAL INFORMATION** | |
| Last Name: First Name(s) (Initials only): | |
| Home address: | Home Telephone No:  Work Telephone No:  May we telephone you at work? **Yes / No**  E-mail Address: |
| **2. QUALIFICATION AND TRAINING** | |
| Please list below all the qualifications you have or training courses you have attended, which are relevant to this post. Please give dates and grades and state whether the course was full or part time. Please do not record names of any schools, colleges or universities attended. | |

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| **3. WORK EXPERIENCE** | | | | |
| **Note**: Please give details of all posts you have held, **starting** with your current or most recent post. | | | | |
| From | To | Employer's Name, Address and Nature of Business | Job Title and Description of Duties. **Please Indicate Reason(s) for Leaving**. | Final Salary / Grade |
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| **4. BACKGROUND & SUITABILITY** |
| Please tell us why you think your background, experience, skills or qualities makes you a good candidate for this post. Please refer to the Person Specification when completing this section. |

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| **5. REFERENCES** | | | |
| Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this job. One of these should be your most recent or current employer. | | | |
| Name, Address, Tel No and Email Address  Can we take up this reference prior to interview? Yes / No | Name, Address, Tel No and Email Address  Can we take up this reference prior to interview? Yes / No | |
| **6. SOURCE** | **7. IF APPOINTED** | | |
| Where did you find out about this vacancy?  ***6b. If you were referred by a current member of staff at Rock Trust, please note their name:*** | When could you take up duties? | | |
| **8. DISCLOSURE AND CONVICTION** | | | |
| Note: Please complete the separate Criminal Conviction Self Declaration form. A full PVG will be required for roles that involve working with vulnerable service users. | | | |
| **9. ELIGIBILITY TO WORK IN THE UK** | | | |
| Note: Subject to showing The Rock Trust your passport. If you do not hold a British passport, a passport from a country within the European Economic Area (EEA) or a passport from a non-EEA country which gives you the right to work in the UK. The Rock Trust may need to see one or more additional documents. | | | |
| **10. DECLARATION** | | | |
| I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient grounds for cancelling any agreements made. I consent to the information given being retained by the Rock Trust for the periods stated in the data protection statement below. | | | |
| **SIGNED:** | | **DATE:** | |

**PLEASE RETURN THE COMPLETED FORM TO**

**AWS Executive**

**Email queries: alan@awsexecutive.com**

**Your Personal Data**

**What we need**

The Rock Trust will be what is known as the controller of the personal data you provide to us. The Rock Trust’s company registration is 146616 and its registered address is 55 Albany Street, Edinburgh EH1 3QY

Unless otherwise agreed with you we will only collect basic personal data about you which does not include any special categories of personal information about you (often referred to as “sensitive personal data”). This information does, however, include the likes of your name, address and email address.

**Why we need it**

We need to know basic personal information about you in order to process and consider your application for employment and communicate with you about it. If you do not provide this information we will be unable to process your application. We will not collect any personal information from you that we do not need in order to process or consider your application.

**What we do with it**

All the personal data we hold about you will be processed by our staff in the United Kingdom and no third parties will have access to your personal data unless there is a legal obligation for us to provide them with this. Please be aware, however, that your information will be stored electronically on a cloud based system whose servers are located within the European Union.

We take all reasonable steps to ensure that your personal data is processed securely and more information on this is available from the controller.

**How long we keep it**

Should your application for employment be successful we will generally keep your personal data for a period of six years after you have stopped being an employee of the Rock Trust. Should your application be unsuccessful we will destroy your data after six months.

**What are your rights**

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. [admin@rocktrust.org](mailto:admin@rocktrust.org) (Please mark your email “data protection complaint”)

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner’s Office https://ico.org.uk/