**APPLICATION FORM**

**Part 1 – Not shared with shortlisting/recruitment panel**

1. **Personal Details:**

|  |  |
| --- | --- |
| Surname(s): | Forename(s): |
| Home address:  Postcode: | |
| Telephone No: | |
| Email address: | |

1. **Entitlement to work in the UK:**

Under the terms of the Immigration, Asylum & Nationality Act 2006, Luminate can only employ people who are entitled to work in the UK.

|  |  |
| --- | --- |
| Are you entitled to work in the UK?  Yes No | Do you require a work permit to work in the UK?  Yes No  *(If ‘yes’ complete sections below)* |
| Work Permit Reference: | Permit Expiry Date *(dd/mm/yyyy)*: |

1. **Rehabilitation of Offenders Act 1974**

Under the Rehabilitation of Offenders Act 1974, do you have any unspent criminal convictions?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

You do not have to tell us about any convictions before the age of 12. Please see [Citizens Advice](https://www.citizensadvice.org.uk/scotland/work/disclosure-and-the-pvg-scheme1/disclosure-and-declaring-a-criminal-record-s/) for more information about disclosing convictions.

If you have ticked yes, please provide more details of your convictions.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Court | Offence | Disposal |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Having a criminal record will not necessarily be a bar to working or with us. We will consider any information disclosed fairly and in accordance with the requirements of Rehabilitation of Offenders Act 1974 and Luminate’s Recruitment Policy. For more information or a copy of this policy, please email [recruitment@luminatescotland.org](mailto:recruitment@luminatescotland.org)

Please note that some Luminate posts are subject to a Disclosure Scotland / PVG Scheme check; see the relevant Job Details for more information.

1. **References**

We will take up references for the successful candidate only. Please do not supply reference details at this stage.

Any offer of employment will be made subject to two satisfactory references. Please ensure that you have two referees available (one of which should be from your current or most recent employer).

1. **Access**

Luminate is an equal opportunities employer and we do not discriminate on grounds of disability or additional access requirements. If you require any additional support in order to take a full part in the recruitment process, please give details:

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1. **Vacancy**

How did you hear about this job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Declaration**

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| --- |
| I declare that the information given in Parts 1 and 2 of this application for employment is true and complete to the best of my knowledge. If any of the information given by me on this form or in support of my application is untrue, I recognise that any offer of employment may be withdrawn, or any employment with Luminate may be terminated.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **For Luminate use** | **Application No:** |  |

**Part 2 – Shared with shortlisting/recruitment panel**

1. **Current Employment**

Please give details of your current or most recent employment. If you currently work on a freelance basis, please tell us about your main contract(s).

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| --- | --- | --- |
| **Name & Address of Employer** | **From (month/year)**  **To (month/year)** | **Job title, brief description of duties, full/part-time hours** |
|  |  |  |
| Notice Period: |  | |
| Reason for leaving: |  | |

1. **Employment History**

Please list in order, starting with the most recent and working backwards, and using a separate sheet if required.

If your career has been largely freelance and has involved working for multiple organisations at the same time, please give full details of the organisations for whom you have undertaken significant amounts of work, and just list those for whom your contracts have been smaller.

|  |  |  |
| --- | --- | --- |
| **Name & Address of Employer** | **From (month/year)**  **To (month/year)** | **Job title, brief description of duties, full/part-time hours & reason for leaving** |
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1. **Periods Not Accounted For**

Please give brief details of what you were doing during gaps in employment of more than three months, e.g. registered unemployed, etc.

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1. **Voluntary Work**

Please give details of any voluntary work undertaken, including dates and duration:

|  |  |  |
| --- | --- | --- |
| **Name of Organisation** | **Outline of Duties** | **Dates of Work** |
|  |  |  |

1. **Qualifications**

Please list any qualifications and training that are relevant to the post:

|  |  |  |
| --- | --- | --- |
| **Subject** | **Name of educational institution and/or awarding body, and qualification attained (e.g. Degree/Higher/Standard)** | **Date Passed** |
|  |  |  |

#### Suitability for the post

Please use this space to show how you match the skills and experience required for the post. We would encourage you to think about the job description and the person specification when you are filling in this box. Please tell us how different parts of your career, and also your personal interests, are relevant to the job you are applying for.

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**Please return your completed application form to** [**recruitment@luminatescotland.org**](mailto:recruitment@luminatescotland.org) **or post to: Director, Luminate, First Floor, Causewayside House, 160 Causewayside, Edinburgh, EH9 1PR**

|  |
| --- |
| Important points:     * The application form must be completed in full. Ideally it should be typed, but however it is completed it must be legible. * Late or incomplete applications will not be considered. * No supporting letters or materials are required. Please do not send CVs. * Please ensure that you have read our Privacy Notice below before submitting your application. All personal data supplied in this form will be held in accordance with this notice. * Applications sent by email will be acknowledged automatically. For postal application, to confirm receipt of your form, please call us on 0131 668 8066 or enclose a stamped, addressed envelope for us to send a receipt by post. |

**Thank you for taking the time to complete this application form**

**Privacy Notice for Job Applicants**

Luminate is committed to protecting the privacy and security of your personal information.

As part of the recruitment process, Luminate collects and processes personal data relating to all job applicants. This Privacy Notice describes how we collect and use personal information about you and meet our obligations in accordance with data protection legislation, including the General Data Protection Regulation (GDPR) and Data Protection Act 2018. Personal data to which this Privacy Notice relates will be stored in our personnel management systems and other IT systems; our IT system is provided by a third party organisation, Age Scotland.

**The kind of information we collect and hold about you**

We collect, store and use the information you have provided in your application form.

We may also collect personal data about you from third parties, however we will only seek information from third parties if a job offer has been made to you, and we will inform you that we are doing so.For some posts we will also collect information from the Protecting Vulnerable Groups (PVG) Scheme, Disclosure Scotland or the Disclosure and Barring Service (DBS). If a background check is required, we will inform you.

**How we will use information about you**

We will only use your personal information where the law allows us to. Most commonly, we will use your personal information to manage the recruitment process, to enter into a contract with you, and to comply with a legal obligation (e.g. a mandatory check of a successful applicant’s eligibility to work in the UK). We may also need to process data from job applicants to respond to and defend against legal claims.

**Data sharing**

We may share your data with third parties for the purpose of managing the recruitment process, for example representatives of partner organisations or freelance artists who may join our selection panels. We require third parties to respect the security of your data and to treat it in accordance with the law.

**Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, altered or accessed in an unauthorised way.

**Data retention: how long will we use/hold your information for?**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. If your application is unsuccessful, the organisation will retain your data on file for 6 months after the end of the relevant recruitment process. If your application is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file.

**Your rights in connection with personal information**

Under certain circumstances, by law you have the right to request access, correction or erasure of the personal information we hold about you, or to restrict the way we process this information.

Please contact Luminate Director by emailing to [recruitment@luminatescotland.org](mailto:recruitment@luminatescotland.org) for further information regarding this privacy notice.