

## Equation Application Form

### Privacy Notice for Applicants:

Equation is the data controller for the information you complete on this form. Equation will ask you for information to be able to assess your suitability for the role you are applying for and to enable to communicate with you throughout the application process.

We will ask for: Your name, your contact details (tel., email), any unspent criminal convictions, your previous employment history, your education history, your motivation for the job and what you feel are your skills, experience and qualities that make you suitable.

The data on this form will be processed by Equation's HR Lead and will be stored electronically on our intranet site (SharePoint cloud storage).

The information will only be shared with employees involved in the recruitment process. We will not share your information with any other organisation.

For unsuccessful applicants information supplied will be kept for 1 year to enable any queries regarding the recruitment process to be dealt with; the form will then be disposed of.

For successful applicants information will be transferred to a personnel file.

If you wish to remove your data at any stage please contact: [privacy@equation.org.uk](mailto:privacy@equation.org.uk)

For full details on our HR privacy notice please contact us or visit our website: [www.equation.org.uk](http://www.equation.org.uk)

### Consent:

#### To be completed by the applicant:

*(Please delete any statements not applicable)*

#### Application Form

Pages 1, 2, 3 and 4 of the application form will be separated during the short-listing process so that the Recruitment Panel only use the remaining information to select from.

- A. I give my consent that Equation may copy and distribute the required information to the Recruitment Panel for this post and to retain the form for one year before destruction.
- B. I give my consent that Equation may copy and distribute the required information to the Recruitment Panel for this post. However, if unsuccessful, I request that you delete my information after the selection process is complete. I understand that Equation will not be in a position to give feedback or investigate queries related to recruitment once deleted

I can confirm that the information I have provided on this form is correct and understand that any errors or omissions, accidental or otherwise, may lead to the application being rejected and any offer of employment being withdrawn.

I understand that all provisionally successful candidates will be required to provide evidence of the Right to Work in the UK prior to commencement. For eligible roles, a DBS check at the appropriate level will be required.

#### The above consent completed and confirmed by Applicant *(please sign below)*:

**Name:** .....

**Date:** .....

**Please Note:**

Please return your completed application form to [admin@equation.org.uk](mailto:admin@equation.org.uk) with the subject Job Application.

Where this is not possible, please post to: Job Application, Equation, 2 First Avenue, Sherwood Rise, Nottingham NG7 6JL.

Equation will only notify candidates who have successfully progressed to the next stage of the recruitment process.

Please read through your completed application and make sure what you are sending is complete and visible to us on receipt. Presentation is as important as the detail.

If you have any questions, please contact our Human Resources Lead on 0115 9623237. Thank you.

<b>Position you are applying for:</b>	
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<b>Full Name:</b>	
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<b>Day time contact number:</b>	
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<b>Evening contact number:</b>	
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<b>Email address:</b>	
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<b>Convictions:</b>
Equation actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. A conviction will not necessarily be a bar to obtaining a position.

<b>Do you have any unspent criminal convictions?</b>	
The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become 'spent', or ignored, after a 'rehabilitation period'. For the purposes of this role Equation only require information on unspent convictions.	
If yes, please provide details;	

<b>Are you currently subject of a criminal charge?</b>	
If yes, please provide details;	

**Relevant Experience:**

Please provide a brief history of any relevant experience you would be able to bring to the role. This could include any of the following; **life experience, education, training or volunteering work.**  
Please use this space only and do not provide a CV instead.

Experience	
Dates from/to and relevance	
Dates from/to	Title and Relevance

**Motivation:** Using no more than **half a page**, please summarise why you want to work for Equation and what you feel you can bring to the organisation.

**Skills, Competences & Experience:** Use no more than **four sides** to explain how your experience, training, skills and attributes match those in the **Person Specification**, and how you are best placed to deliver the Key Tasks outlined in the **Job Description**. Please use **specific examples** about your skills, competencies and experience.