



Thanet Early Years Project

Application for employment

- Application form to be returned to Thanet Early Years Project, Kent Innovation Centre, Thanet Reach Business Park, Millennium Way, Broadstairs Kent CT10 2QQ by the closing date.
- Please attach photocopies of your qualification certificates with your application,
- Any additional statement regarding your application, please attach a covering letter.

Post Applied for:

Personal Details				
Surname		Forenames		
Address:				
Postcode:		Email Address:		
Do you have a current UK driving licence?		Yes	No	
Do you have use of a car for work?		Yes	No	
Home Tel no:		Mobile Tel No:		
Do you require a work permit to work in the UK?		Yes	No	

Please give details of your current or most recent employment.				
Job Title:				
Company name:				
Address:				

Name of Line Manager:	
Employment start date:	Employment end date:
Reason for leaving:	
Please give a brief description of your main duties, responsibilities and achievement in this post.	
Why are you applying for this vacancy	
References	
Please provide details of two referees that we may approach should you be appointed	
<ul style="list-style-type: none"> • first reference needs to be from your current employer, • the second who has known you professionally for a minimum of three years and can comment on your suitability for the post. 	
Thanet Early Years Project reserves the right to pursue alternative references if considered appropriate.	
Referee who is current or Recent employer	2 nd Referee
Name	Name
Organisation name and their position therein	How you know this person
Address	Address
Email address	Email address

Please continue on separate sheet if necessary

My Abilities, Skills, Knowledge and Experience

Please explain how your experience, skills and knowledge meet the criteria for this post. Use the person specification as a guide.



Equal Opportunities – Statement of Intent

Thanet Early Years Project is totally committed to the principles of equal opportunities in the provision of services and the employment of staff.

Without good practice in equality of opportunity, we would be unable to achieve our aims and objectives. We need to recruit the best staff, encourage effective working and reach all sections of the community.

Thanet Early Years Project values diversity in its workplace and aims to:

1. Be excellent employers in order to recruit, develop and retain good staff.
2. Examine employment practices to ensure that all relevant decisions are fair and objective.
3. Ensure that all individuals are treated with respect and that there is no unlawful discrimination.
4. Enable the workforce to understand the diverse needs of our service users.
5. Ensure that all policies are fair and command the support of the workforce.
6. Provide training and guidance and seek the views of employees on the implementation of policies.

Quality and equality are core values that underpin our activities.

We are committed to working to a high standard and providing good services within the resources available for existing and potential users of the services.

Thanet Early Years Project ensures that employees, volunteers and service users are not discriminated against on the basis of:

1. ethnic or national origins ,race or colour.
2. religious or political beliefs.
3. age (subject to government legislation).
4. disability.
5. sex or sexuality.
6. HIV status.
7. marital or family status.

THIS LIST IS NOT EXHAUSTIVE.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'.

This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Post Applied for:	s/l?	Apt?
Setting		

(office use only)

Equal Opportunities monitoring self classification form.

This information is gathered to achieve improvements in Thanet Early Years Project's equal opportunities policies. We hope that you will help us by completing this form. The data will be treated in the strictest confidence, used for monitoring purposes only, and will not be taken into account in assessing the information on your application form.

Name:
Date of Birth:

ETHNIC ORIGIN as used in the 2011 census – please indicate which group you identify with

White

- English, Welsh, Scottish, Northern Irish or British
- Irish
- Gypsy or Irish Traveller
- Any other White background

Mixed or Multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed or Multiple ethnic background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Black, African, Caribbean or Black British

- African
- Caribbean
- Any other Black, African or Caribbean background

Are you eligible to work in the United Kingdom?	YES	NO
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Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? If yes, please give details	YES	NO
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Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? If yes, please give details	YES	NO
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Are you subject to any pending prosecutions? If yes, please give details	YES	NO
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Are you subject to any pending disciplinary action, complaint or investigations in your current employment including on the grounds of incapacity? If yes, please give details	YES	NO
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Has a previous employer ever taken disciplinary action against you, including on the grounds of incapacity? If yes, please give details	YES	NO
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Has a previous employer dismissed you including on the grounds of incapacity? If yes, please give details	YES	NO
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Have you ever been dismissed from a post because of misconduct, or resigned whilst disciplinary		
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Has your name been placed on the DBS barring list?	Yes/No
Do you have any medical conditions that could affect your ability to care for children?	Yes/No
Are you taking any medication on a regular basis or any other substances?	Yes/No
If you have answered YES to any of the above questions, please provide further information below.	
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I understand my responsibility to safeguard children and am aware that I must notify my manager of anything that may affect my suitability.	Yes/No
I will ensure I notify Thanet Early Years Project of any convictions, cautions, court orders, reprimands or warnings I may receive.	Yes/No
I am aware that if I am taking medication on a regular basis, I must notify Thanet Early Years Project, and must keep the medication in a safe place, out of reach of children.	Yes/No
I will ensure I notify my manager if I experience any health concerns which could impact upon my ability to work with children.	Yes/No
I give permission for you to contact any previous setting, local authority staff, the policy, the DBS or any medical professionals to share information about my suitability to care for children.	Yes/No
I authorise Thanet Early Years Project to obtain references to support this application once an offer has been made and accepted and release Thanet Early Years Project and referees from any liability caused by giving and receiving of the information.	Yes/No

I confirm that information I have provided is correct and understand that false statements may be sufficient cause for rejection or, if employed, may subsequently lead to dismissal.

I confirm by ticking this box that I have received a copy of the TEYP Data Protection Policy which sets out TEYP's commitment to processing data in accordance with its responsibilities under the General Data Protection Regulation (GDPR).

Signed.....Print Name.....

Date.....

Data Protection Act 2018: By signing and returning this application form, I confirm understand the purpose of collecting of this data, and I give consent to Thanet Early Years Project to hold this data on file and understand at any point that I can withdraw my consent.

Thanet Early Years Project

Self-Disclosure Form (to accompany Application Forms)

This form should be completed by all applicants and returned in a sealed envelope, marked **Confidential: Self-Disclosure Form** and addressed to the Project Manager. It will only be opened when an applicant has been shortlisted.

As the role you have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid enhanced DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

Have you ever been known to any children's services department or to the police as being a risk or potential risk to children?	Yes / No
If yes, please provide further information:	
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	Yes / No
If yes, please provide further information:	
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013?	Yes / No
If yes, please provide further information:	
Confirmation of declaration (tick box below)	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures, I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
Signature of candidate:	

Print name:	
Date:	

Thanet Early Years Project Thanet Early Years Project Data Protection Policy

1. Data protection principals

Thanet Early Years Project (TEYP) is committed to processing data in accordance with its responsibilities under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018. From 1st January 2021, the Information Commissioner's Office (ICO) becomes the leading regulator, supervisor and enforcer of UK GDPR.

Article 5 of the GDPR requires that personal data shall be:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals;
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. Accurate, and where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

The Eight Data Protection Principles (Data Protection Act 2018) underpin the 7 privacy principles of the UK GDPR.

1. Fairly and lawfully processed.
2. Processed for limited purposes.
3. Adequate, relevant and not excessive.
4. Accurate.
5. Not kept for longer than is necessary.
6. Processed in line with your rights.
7. Secure.
8. Not transferred to other countries without adequate protection.

2. General Provisions

- a. This policy applies to all personal data processed by Thanet Early Years Project.
- b. The Responsible Person (Kim Hammond) shall take responsibility for the Charity's ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually.
- d. Thanet Early Years Project shall register with the Information Commissioner's Office (ICO) as an organisation that processes personal data.

3. Lawful, fair and transparent processing

- a. To ensure its processing of data is lawful, fair and transparent, Thanet Early Years Project shall maintain a Register of Systems.
- b. The Register of Systems shall be reviewed at least annually.
- c. Individuals have the right of access their personal data and any such requests made to Thanet Early Years Project shall be dealt with in a timely manner.

4. Lawful purposes

- a. All data processed by Thanet Early Years Project must be done on one of the following lawful bases; consent, contract, legal obligation, vital interests, public task or legitimate interest.
- b. Thanet Early Years Project shall note the lawful basis in the Register of Systems.
- c. Where consent is relied upon as a lawful basis for processing data, evidence of opting in consent shall be kept with the personal data.
- d. Where communications are sent to individuals based on their consent, the option for the individuals to revoke their consent should be clearly available, and systems should be in place to ensure such revocation is reflected accurately in Thanet Early Years Project's systems.

5. Data Minimisation

Thanet Early Years Project shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

6. Accuracy.

- a. Thanet Early Years Project shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

7. Archiving/Removal

- a. To ensure that personal data is kept for no longer than necessary, Thanet Early Years Project shall put in place an archiving policy for each area in which personal data is processed and review this process annually.
- b. The archiving policy shall consider what data should/must be retained, for how long, and why.

8. Security

- a. Thanet Early Years Project shall ensure that personal data is stored security using modern software that is kept up to date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. Where personal data is deleted, this should be done safely such that the data is irrecoverable.
- d. Appropriate back up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, Thanet Early Years Project shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO.

Thanet Early Years Project

Privacy Notice

How we use staff information

The categories of staff information that we collect, process, hold and share include:

- personal information (such as name, address, employee number, national insurance number, bank details, DBS date & number, emergency contact, next of kin, relevant medical information and driving documents)
- special categories of data including characteristics information such as gender, age, ethnic group for equal opportunities monitoring.
- contract information (such as start dates, hours worked, post and salary information)
- work absence information (such as number of absences and reasons, GP fit notes and self-certification)
- qualifications

Why we collect and use this information

We use staff information:

- to enable payroll processing
- any medical information to comply with Health and Safety Regulations
- to satisfy the requirements of our regulators, for example Ofsted, HMRC, etc.

The lawful basis on which we process this information

We process this information under legal obligation.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain workforce information to us or if you have a choice in this.

Storing this information

We hold workforce information for as long as is necessary and no longer and records no longer needed are destroyed securely. Please refer to our Thanet Early Years Project Retention Document Policy.

Who we share this information with

We do not routinely share this information with any other agency other than for legal

reasons such as seeking Employment Law or Tax consultant advice, HMRC on request, to set up staff admission into the TEYP Pension Scheme, the National Statistics Agency which is mandatory, Ofsted and any other agency employed by TEYP to ensure we are compliant with current legislation.

Why we share staff/workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

Data collection requirements

TEYP has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether TEYP releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to workforce information, organisation must comply with TEYP's strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the TEYP Project Manager at TEYP Head Office.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact the Project Manager of Thanet Early Years Project on 01843 609630 or email admin@thanetearlyyears.org