**CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT – PART 1**

Compass aims to promote equality of opportunity in employment and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity, marriage or civil partnership.

This form may be scanned or photocopied so please write clearly in **black** ink. Alternatively, the form may be typewritten.

Note to applicants: as this form is used for a wide variety of posts in Compass, not all sections will be equally applicable. Please complete the form as fully as possible. CV’s will not be accepted.

|  |  |
| --- | --- |
| **Post for which you are applying:** |  |
| **Post Ref. No:** |  |
| **National Insurance number:** |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Preferred title:  | Ms [ ]  Miss [ ]  Mrs [ ]  Mr [ ]  Dr [ ]  Other **[ ]**  (please specify)  |
| Surname:  |  | Forename(s):  |  |
| Previous Surname/s:  |  | Previous Forename(s):  |  |
| Known as:  |  |
| Address: |
|  |
| Post Code:  |
| Telephone (Daytime)  | Mobile No:  |
| Email address: |

|  |
| --- |
| Professional Registration/Membership |
| GMC Number |  |
| NMC Pin Number |  |
| Other |  |

**DATA PRIVACY STATEMENT**

The information you provide in part 1 and part 2 of the application form, and that obtained from other relevant sources will be used to process your application for employment and if appointed will form the basis of your personal record.  Compass places the highest importance in compliance with all applicable data protection laws in force from time to time, including the General Data Protection Regulation as enacted into UK law.  Compass shall hold and process personal data (including special categories of personal data) relating to you in manual and automated filing systems. Full details about how and why Compass processes personal data (including your personal data) are set out in Compass’ Privacy Notice which can be obtained from the HR Department. By signing this application form, you confirm that you agree to Compass processing your personal data in order to deal with your application.

**DECLARATION**

I declare that the information provided in part 1 and part 2 of the application form and any accompanying documents is correct, and I understand that any false information given will invalidate my application and if appointed, may lead to dismissal and possible referral to the police.

By signing this application form, I acknowledge and consent to completing and returning a DBS self-declaration and consent form, if I am shortlisted for a relevant post (please see Guidance notes). I understand that a failure to do so may result in my application being rejected.

Signed: .........................................................................\* Date: ........................

\* If you are sending this application form by e-mail then in the absence of this signature you should note that the e-mailing of this application constitutes your personal certification that the details in this application are correct.

**Please send both Part 1 and Part 2 of the application form together in an email (as separate attachments) to:** **recruitment@compass-uk.org** **or by post to the Human Resources Team, Compass, Studio One, Ground Floor, Marlborough House, Westminster Place, York, YO26 6RW.**

**Please note that Part 1 of the application form will not be shared with the shortlisting panel. Once the shortlisting process has been completed and confirmed to HR, your name and contact details will be shared with the interview panel.**