

<b>Please use black pen if completing this on paper</b>			
<b>Application for the post of</b>		<b>AYC Cleaner</b>	
<b>Applicant's details</b>			
Last name		First name	
Any other last names		Title	
Address			
		Postcode	
Day time contact no.		Evening / Mobile no	
Email address			
<b>What skills do you have that you can bring to the job?</b>			
<b>Have you had any training (formal or informal)?</b>			
<b>Can you tell us of your previous work or volunteer experience?</b>			
<b>Is there anything else you would like to tell us?</b>			
<b>Further information and declaration</b>			
Do you hold a UK driving licence (circle applicable)	YES	NO	
Do you have the use of a car for work	YES	NO	
Would you require sponsorship (previously a work permit) to take up this post	YES	NO	
National insurance number			

**Referee 1**

Name	
Address	
Telephone Number	
Email Address	
Capacity in which they know you	

**Referee 2**

Name	
Address	
Telephone Number	
Email Address	
Capacity in which they know you	

I hereby confirm that the information I have given above is true.  
I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract of employment being null and void if I have already been appointed.

<b>Signature of Candidate</b>		<b>DATE</b>	

**Privacy notice**

Andover Young Carers collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for Andover Young Carers to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of

substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you.

You can contact the Charity's Data Protection Controller if you have a concern about the way we collect or use your data.

Please return to: Administrator

Andover Young Carers, Churchill Bungalow, Admirals Way, Andover, SP10 1QG

01264 333788 / [info@andoveryoungcarers.co.uk](mailto:info@andoveryoungcarers.co.uk)