

## Sheppey Matters Job Application Form

<b>Position applied for:</b>	
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### Section 1: Personal details

<b>Full name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Email:</b>	
<b>Phone number:</b>	

### Section 2: Employment history

Current or most recent employment:

<b>Employer name:</b>	
<b>Address:</b>	
<b>Job title:</b>	
<b>Start date:</b>	
<b>End date: (if applicable)</b>	
<b>Main duties and responsibilities</b>	
<b>Reason for leaving:</b>	
<b>Notice period:</b>	

*Previous employment (most recent first):*

<b>Employer name:</b>	
<b>Address:</b>	
<b>Job title:</b>	
<b>Start date:</b>	
<b>End date:</b>	
<b>Main duties and responsibilities</b>	
<b>Reason for leaving:</b>	

<b>Employer name:</b>	
<b>Address:</b>	
<b>Job title:</b>	
<b>Start date:</b>	
<b>End date:</b>	
<b>Main duties and responsibilities</b>	
<b>Reason for leaving:</b>	

<b>Employer name:</b>	
<b>Address:</b>	
<b>Job title:</b>	
<b>Start date:</b>	
<b>End date:</b>	
<b>Main duties and responsibilities</b>	
<b>Reason for leaving:</b>	

*Please use an additional sheet if necessary*

### Section 3: Education and Qualifications

Schools, Colleges, Universities or Training Providers

<b>Organisation</b>	<b>Dates</b>	<b>Subjects</b>	<b>Level</b>	<b>Result</b>

*Please use an additional sheet if necessary*

*Please note: Proof of qualifications may be required if appointed*

## Section 4: Supporting Statement

Please outline why you are applying for this role and what skills, experience and qualities you would bring. Address the Person Specification where applicable.

## Section 5: Criminal Convictions (Rehabilitation of Offenders Act 1974)

You must disclose only unspent convictions, unless the role is exempt under the Act. If the role requires a DBS check, this will be stated in the Job Description.

Do you have any unspent convictions?

<b>Yes:</b>	<input type="checkbox"/>	<b>No:</b>	<input type="checkbox"/>
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If yes, please provide details (confidential):

## Section 6: Referees

Please provide details of two professional referees. One must be your current or most recent employer. Referees will only be contacted should you be offered the position unless you consent otherwise.

<b>Referee 1</b>	
Name:	
Organisation:	
Job Title:	
Email:	
Phone:	
Permission to contact before interview:	

<b>Referee 2</b>	
Name:	

Organisation:	
Job Title:	
Email:	
Phone:	
Permission to contact before interview:	

## Section 7: Interview Adjustments

Sheppey Matters is committed to ensuring an inclusive recruitment process.

Do you require any reasonable adjustments for interview?

<b>Yes:</b>	<input type="checkbox"/>	<b>No:</b>	<input type="checkbox"/>
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If yes, please provide details:

## Section 8: Declaration

I confirm that the information provided in this application is true and accurate to the best of my knowledge. I understand that providing false information may result in withdrawal of an offer or termination of employment.

<b>Signature:</b>		<b>Date:</b>	
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Please return this completed application form, along with your CV and a covering letter **marked as confidential**, to:

Rebecca Gebbie: Sheppey Matters, Sheppey Healthy Living Centre, Off The Broadway,  
Sheerness, Kent ME12 1HH

Or email: [rebecca@sheppeymatters.org.uk](mailto:rebecca@sheppeymatters.org.uk)



## **Privacy Notice – Job Applicants**

### **Sheppey Matters**

#### **1. Who we are**

Sheppey Matters is a registered charity (No. 1102847). We are the data controller for the personal information you provide as part of your job application.

**Contact details:** Sheppey Matters, Sheppey Healthy Living Centre, Off The Broadway,  
Sheerness, Kent ME12 1HH  
Email: [rebecca@sheppeymatters.org.uk](mailto:rebecca@sheppeymatters.org.uk)

#### **2. What information we collect**

As part of the recruitment process, we collect and process personal data including, but not limited to:

- Name and contact details
- Employment history, qualifications and training
- Supporting statement and application responses
- Referee details
- Information about criminal convictions (where legally required)
- Information relating to interview arrangements or reasonable adjustments

#### **Equality, Diversity and Inclusion Monitoring**

As part of our commitment to equality of opportunity, Sheppey Matters collects equality, diversity and inclusion monitoring information via a separate monitoring form. Completion of this form is optional.

The information provided is used solely for monitoring, reporting and improving our recruitment practices and is processed in anonymised and aggregated form. This information is not shared with shortlisting or interview panels and has no impact on recruitment decisions.

#### **3. How we use your information**

We use your personal information to assess your suitability for the role, communicate with you during the recruitment process, carry out necessary pre-employment checks, make recruitment decisions, and comply with legal obligations.

#### **4. Lawful basis for processing**

We process your personal data under legitimate interests, legal obligation, and contractual necessity as defined by UK GDPR.

#### **5. Who we share your data with**

Your information may be shared with recruitment panel members, referees (with your permission), DBS services where applicable, and legal authorities if required by law.

#### **6. How long we keep your information**

If unsuccessful, your data will be retained for up to 6 months after recruitment concludes. If appointed, your information will form part of your personnel file.

#### **7. Your rights**

You have rights under UK GDPR including access, correction, erasure, restriction, objection, and data portability.

#### **8. Complaints**

You may contact the Information Commissioner's Office (ICO) if you have concerns about data handling.

#### **9. Declaration**

By submitting this application, you confirm that you have read and understood this privacy notice and consent to the processing of your personal data for recruitment purposes.