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**APPLICATION FORM – PROFESSIONAL SERVICES**

**Please contact the Human Resources Department if you would like this document in large print, audio, Braille or alternative format**

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| **Post Applied For** |  |

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| **Personal Details** | | | | | | | | | |
| Surname |  | | Title | |  | Forename(s) | |  | |
| Full Address |  | | | | | | | | |
| Postcode |  | | | | | | | | |
| Home Telephone |  | Work Telephone | |  | | | Mobile Number | |  |
| Personal email |  | | | Work email | | |  | | |

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| **How did you first become aware of this vacancy?** |
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| **Current / Most Recent Employment** | | | |
| Employer |  | | |
| Employer’s Full Address |  | | |
| Position Held |  | | |
| Date Appointed |  | Salary |  |
| Length of Notice Period or Date Left |  | | |
| Reason for Leaving (if applicable) |  | | |
| Duties |  | | |

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| **Previous Posts** (in chronological order starting with the most recent)  Include an explanation for any gaps in employment (continue on a separate sheet if necessary) | | | | |
| **Dates From / To** | **Position Held** (with brief details of duties undertaken) | **Name and Address of employer** | **Salary** | **Reason for leaving** |
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| **Degree and Postgraduate Level Qualifications (include HE Academy Fellowship if applicable)** | | | |
| Qualification | Grade | Institution / Awarding Body | Dates From / To |
|  |  |  |  |
| **Secondary Education** | | | |
| Qualification | Grade | Institution / Awarding Body | Dates From / To |
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| **Relevant Training Courses / Programmes** | | | | | |
| Details | | | | | Date |
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| **Employment References** | | | | | | |
| **Details of Referee** Your first referee should be your line manager from your current/most recent employment. | | | | | | |
| Name |  | | Title |  | | |
| Job Title |  | | | | | |
| Full Address |  | | | | | |
| Postcode |  | | | | | |
| Telephone |  | Email address |  | | | |
| In what capacity does your referee know you? | |  | | | | |

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| **Details of Referee** Where possible, your second referee should also provide a work related reference. | | | | |
| Name |  | | Title |  |
| Job Title |  | | | |
| Full Address |  | | | |
| Postcode |  | | | |
| Telephone |  | Email address |  | |
| In what capacity does your referee know you? | |  | | |

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| **Are you, to the best of your knowledge, related to a member of staff or the University Council?** | | | |
| Yes |  | No |  |

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| **Statement in Support of your Application (Maximum 2 pages of A4)**  Referring to the Person Specification for this role, please detail your skills, experience and knowledge which demonstrate your suitability for the position. Use this opportunity to fully explain how you match the **Person Specification** giving relevant examples as appropriate. Also explain why you are interested in the post. |
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| **Your availability for interview**  An interview date has been specified in the post details. If you are shortlisted, please confirm if you are able attend for interview on the planned date or advise the reason you are not available to attend eg on holiday. |
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| **Data Protection**  The Job Applicant Privacy Notice gives guidance on the collection and processing of information provided on this form and the Equality, Diversity and Inclusion Monitoring Form. The information you provide will be processed in accordance with the General Data Protection Regulations and Data Protection Act. |

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| **Declaration**  I confirm that all the information provided in this application form the equal opportunities form and any accompanying documentation is correct to the best of my knowledge. I understand that any inaccurate information given by myself may lead to a withdrawal of any offer given by the Norwich University of the Arts.  **If you are submitting this form electronically, please enter your name or your electronic signature below. In doing so, you confirm that the above statement is correct, as if the document has been signed and dated by hand.** | |
| Name |  |
| Signed |  |
| Date |  |

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| **National, Immigration and Asylum Act**  The successful candidate will be required to provide evidence of their eligibility to work in the UK/meet the visa requirements of the UK immigration system. |

**Completed application forms should be returned to** [jobs@nua.ac.uk](mailto:jobs@nua.ac.uk)

**CONFIDENTIAL EQUALITY, DIVERSITY & INCLUSION MONITORING FORM**

The University is committed to equality, diversity and inclusion. All employees and applicants for jobs will be considered on their abilities and will not be discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

As part of this commitment we undertake equal opportunities monitoring of our workforce and also of applicants for jobs to enable us to evaluate the effectiveness of our policies and procedures. To assist us in fulfilling our commitment to equality, diversity and inclusion, all applicants are requested to complete the form and return it with their application.

The information on the form will be treated as confidential, and will be used in accordance with the requirements of the General Data Protection Regulations, Data Protection Act and as set out in the Job Applicant Privacy Notice. The information provided on this form will be used for statistical purposes only, except for successful candidates, as the data will also form part of their personal confidential record. The University uses the definitions as set out in the HESA statutory staff data collection return that is submitted annually to the Higher Education Statistical Agency.

The form will be detached and stored separately to the application form. It will not be seen by any members of the shortlisting or interview panel.

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| **Full Name** |
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| **Position Applied For** |
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| **Date of Birth (this will be used to enable the University to group applicants into age bands)** |
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| **Sexual Identification** (please place a cross in the relevant boxes) | | | |
| Male |  | Female |  |
| Other |  | Prefer not to say |  |

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| **Gender Identity** (please place a cross in the relevant boxes) | | | | | | |
| Is your gender the same as the gender you were assigned at birth? | Yes |  | No |  | Prefer not to say |  |

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| **Sexual Orientation** (please place a cross in the relevant box) | | | |
| Bisexual |  | Heterosexual |  |
| Gay man |  | Other |  |
| Gay woman/lesbian |  | Prefer not to say |  |

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| **Nationality** (please state your nationality) |  |

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| **National, Immigration and Asylum Act**  The successful candidate will be required to provide evidence of their eligibility to work in the UK/meet the visa requirements of the UK immigration system. | | | | |
| To the best of your knowledge do you require a visa? | YES\* |  | NO |  |
| \*If you answered **YES** please provide details | | | | |
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| **Ethnic Origin** (please place a cross in the relevant box) | | | |
| White |  | Other Asian background |  |
| Gypsy or Traveller |  | Mixed – White and Black Caribbean |  |
| Black or Black British - Caribbean |  | Mixed – White and Black African |  |
| Black or Black British - African |  | Mixed – White and Asian |  |
| Other Black background |  | Other mixed background |  |
| Asian or Asian British – Indian |  | Arab |  |
| Asian or Asian British – Pakistani |  | Other ethnic background |  |
| Asian or Asian British Bangladeshi |  | Prefer not to say |  |
| Chinese |  |  |  |

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| **Religion or belief** (please place a cross in the relevant box) | | | |
| No religion |  | Muslim |  |
| Buddhist |  | Sikh |  |
| Christian |  | Spiritual |  |
| Hindu |  | Any other religion or belief |  |
| Jewish |  | Prefer not to say |  |

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| **Disability** | | | | | |
| The University is committed to the support of staff with disabilities and has a positive approach to the recruitment of disabled people. In order to support applicants with disabilities in the recruitment process and on appointment we ask applicants to declare if they have a disability and, if so, what support we can provide.  A disability is defined as ‘A physical or mental impairment which has a substantial and long term adverse affect on a person’s ability to carry out normal day to day activities.’ Long term in this context means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis. | | | | | |
| **Do you have a disability as defined above?** (please place a cross in the relevant box) | | | | | |
| YES |  | NO |  | Prefer not to say |  |
| If you answered **YES** to having a disability, please indicate the nature of your disability or long term condition (please place a cross in the relevant box): | | | | | |
| No known disability | | | | |  |
| Two or more impairments and/or disabling medical conditions | | | | |  |
| A specific learning disability such as dyslexia, dyspraxia or AD(H)D | | | | |  |
| General learning disability (such as Down’s syndrome) | | | | |  |
| A social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder | | | | |  |
| Long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy | | | | |  |
| A mental health condition such as depression, schizophrenia or anxiety disorder | | | | |  |
| A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches | | | | |  |
| Deaf or serious hearing impairment | | | | |  |
| Blind or serious visual impairment uncorrected by glasses | | | | |  |
| A disability, impairment or medical condition that is not listed above | | | | |  |
| Please indicate the length of time you have had the condition, and if you wish to provide additional information about your disability or long term condition: | | | | | |
|  | | | | | |
| Please let us know if there are any reasonable adjustments we need to consider making if you are invited to interview for this post, for example access to interview rooms, alternative equipment, hearing loop etc. | | | | | |
|  | | | | | |
| Please inform us of any reasonable adjustments we would need to consider if you were successful following interview: | | | | | |
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# Job Applicant Privacy Notice

Data Controller: Norwich University of the Arts

Data Protection Officer: Sue White, Compliance Manager

As part of any recruitment process, Norwich University of the Arts collects and processes personal data relating to job applicants. The University is committed to being transparent about how it collects and uses that data and to meeting its obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA).

**What information the University collects**

The University collects a range of personal data about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience, and employment history; and
* information about your current and previous level of remuneration, including benefit entitlements.

The University may also collect and process ‘sensitive personal data’ under the DPA, and ‘special categories of data’ under the UK GDPR including:

* any disability you may have, for which the organisation needs to make reasonable adjustments during the recruitment process;
* information about your entitlement to work in the UK; and
* equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or beliefs.

For some roles, the University is also obliged to seek information about criminal convictions and offences.

## How and why we collect this information

The University collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The University will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks where this is required for the specific role. The University will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

We collect personal information from you for a range of purposes. The University complies with the provisions of the Data Protection Act 2018 which sits alongside the UK General Data Protection Regulation (UK GDPR). Article 6 of the UK GDPR defines six different lawful grounds for an organisation to be permitted to process personal data, and the University is legally obliged to determine and advise you of under which of the legal bases the different categories of your personal data is processed. These are as follows:

The University needs to process data prior to and on entering any contract with you and relies on Article 6(1)(b), ‘*for the performance of a contract (or negotiations entering into a contract)*’ as its legal basis for doing so.

The University will rely on Article 6(1)(c) *‘legal obligation’* when processing of your personal data is absolutely necessary for the University to comply with a legal obligation. As an example, it is a legal requirement that we check a successful applicant's eligibility to work in the UK before their employment starts.

The University will rely on Article 6(1)(f), ‘*legitimate interests*’ as its legal basis where we judge the use of the personal data to be within our legitimate interests. We have given consideration as to whether those interests are overridden by the rights and freedoms of employees or workers and conclude that they are not, as processing data from job applicants allows the University to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a position. In addition, the University may also need to process data from job applicants to respond to and defend against legal claims.

Some of the personal information collected, held, and processed will be classed as ‘sensitive personal data’ also known as ‘special category personal data.’ Where the University processes special categories of data, such as information about ethnic origin, sexual orientation, health, or religion or belief, this is for equal opportunities monitoring purposes

in relation to the Equality Act 2010. The University also processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to conduct its obligations and exercise specific rights in relation to employment. Access to and the sharing of this kind of ‘special category’ personal information is strictly controlled. The University’s legal bases for processing this sensitive data under Article 6 of the UK GDPR are Article 6(1)(e), ‘*for the performance of a public task in the public interest’ and* Article 6(1)(f),‘*legitimate interests*’. In addition, for sensitive data, the University is required to identify an appropriate lawful condition under Article 9 of the UK GDPR which is Article 9(2)*(a) ‘explicit consent’.*

For some roles, the University is obliged to seek information about criminal convictions and offences. Where the University seeks this information, it does so under Paragraph 1 of Schedule 1 of the Data Protection Act 2018 because it is necessary for it to undertake its obligations and exercise specific rights in relation to employment.

## How we use your information

The University will use your data only for the purposes of the recruitment exercise for which you have applied, as detailed in the section above. Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems, including email. The University takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties.

## Who we might share your information with

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Human Resources Department, interviewers involved in the recruitment process, and managers in the department/faculty with a vacancy and managers with responsibility for approval of appointments to the University.

The University will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. The University will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks (if required for the role).

The organisation will not transfer your data outside the European Economic Area.

## How long we keep your information

If your application for employment is unsuccessful, the organisation will hold your data on file for 12 months after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

## Your rights

Under data protection law, you have rights including:

* Your right of access - You have the right to ask us for copies of your personal information (this is known as a Subject Access Request or SAR).
* Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
* Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
* Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
* Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
* Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

It is important to note that some of these rights are not absolute and will depend on the circumstances. Please contact our Data Protection Officer, Sue White at [dataprotection@nua.ac.uk](mailto:dataprotection@nua.ac.uk) if you wish to make a request or have any queries.

The [Information Commissioners website](https://ico.org.uk/your-data-matters) provides more information on data rights.

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the University during the recruitment process. However, if you do not provide the information, the University may not be able to process your application properly or at all.

## How to contact us

If you require further information or have any concerns about how your personal information is held and processed by us, please email the University’s Data Protection Officer, Sue White [dataprotection@nua.ac.uk](mailto:dataprotection@nua.ac.uk) or write to us at Data Protection Officer, Norwich University of the Arts, Francis House, 3 -7 Redwell St, Norwich NR2 4SN.

You can also complain to the ICO if you are unhappy with how we have used your data.

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

ICO Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

## Changes to this privacy notice

We keep our privacy notices under regular review.

This privacy notice was last updated on 10 November 2022.