

## Notes for applicants

Please read the job description and person specification carefully before completing your application. Shortlisting will be carried out solely on the basis of the information provided on the covering letter and CV.

As the covering letter and CV may be photocopied, please write clearly in black ink or type.

### **DIVERSITY DETAILS**

Carers UK anonymises all applications prior to shortlisting. The Diversity Monitoring Form and Personal Details form will be detached and not seen by the shortlisting panel.

### **YOUR CV SHOULD DETAIL THE FOLLOWING:**

#### **REFERENCES**

Please provide two referees. Your referees should have known you in a professional capacity, as an employee or a student. One should be from your present or most recent employer.

#### **PREVIOUS EMPLOYMENT**

Please list appointments in order, including voluntary work as appropriate, most recent first.

#### **OTHER SKILLS**

Please list languages, driving, typing, computing etc. Please state level of proficiency.

#### **WORKING STATUS**

The eligibility criteria for Carers UK posts are derived from rules governing entry into the United Kingdom as defined in the Asylum and Nationality Act 2006.

#### **COVERING LETTER**

Please give your reasons for wanting to join Carers UK and why you are applying for this post. Give any other relevant information (e.g. specialist knowledge, experience and personal qualities) in support of your application, bearing in mind the job description and person specification for the post. Please address how you meet the person specification by providing examples as appropriate. Please ensure this is no longer than 2 sides of A4.

#### **UNSPENT CONVICTIONS AS DEFINED IN THE REHABILITATION OF OFFENDERS ACT 1974**

You will not be asked to disclose convictions that are spent but relevant unspent convictions may result in an unsuccessful application. Please give details of any unspent convictions (including date and place of conviction, nature of offence and sentence). Please provide details in a separate email to [recruitment@carersuk.org](mailto:recruitment@carersuk.org). This information will not be disclosed to the interview panel.

#### **DECLARATION**

Please sign the covering letter and CV to confirm that the information provided is accurate and true and to confirm your consent to the information being processed and handled by Carers UK.

#### **HOW WE USE YOUR PERSONAL DATA**

We are Carers UK of 20, Great Dover Street, London, SE1 4IX. Our Data Protection Advisor is Marie Magimay who can be contacted at this address too. We take our data protection responsibilities seriously and would like to inform you about what we intend to do with personal data that relates to you.

As well as name and contact details we hold the CV you provide which includes information about education and qualifications, former employers and work history. All the information we hold is necessary for us to assess your suitability for the job role on offer.

Before we confirm a job offer we carry out some pre-employment checks including taking up references. To carry out these checks we share your name and a bit of information to help the third parties identify you. Our pre-employment checks will include checks carried out in countries outside of the EEA if that is where you lived and worked previously. It is in our legitimate business interests, and your own best interests, to make sure that we offer the job to the most appropriate candidate. Once your appointment is agreed we will use your personal data to send the employment contract and job offer to you. These are steps preparatory to entering into the contract of employment. We will also notify any recruitment agency involved in your recruitment that an offer has been made. Most of the information we hold at recruitment stage has been provided by you directly, or on your behalf by the employment agency.

We keep our recruitment records for the duration of recruitment process and then for no longer than 6 months for unsuccessful candidates. For successful candidates the personal data in the recruitment file will be carried forward into the employee HR file.

We would not publish your personal data for example your photograph or work contact details without your consent but some job roles will involve a degree of publicity and we will make that clear at interview stage.

#### **YOUR DATA PROTECTION RIGHTS**

You have the right to ask for a copy of the personal data we hold that relates to you. If you think that information about you which we hold is incorrect or misleading you have the right to have the information corrected provided you can demonstrate that it is incorrect. You can also request the erasure of personal data relating to you in certain circumstances, where we do not require it to meet a legal obligation. You can also request or restriction of processing so that your records are maintained beyond our usual retention period. You have the right to object to processing on the grounds that it causes you damage or distress and the right to take away a copy of your personal data in electronic format in certain circumstances.

If you are unhappy about the way we use your personal data or the way in which we respond to your request to exercise your data protection rights, you can contact the Data Protection Advisor at Carers UK, 20 Great Dover Street, London SE1 4LX but you also have the right to lodge a complaint with a supervisory authority, the Information Commissioner at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

In the interests of economy, we do not normally acknowledge receipt of your application. However, if you require an acknowledgement, please let us know in your email so that we can send you a confirmation receipt.

Carers UK cannot accept responsibility for applications that do not arrive prior to the closing date. Late applications will not normally be considered.

Shortlisting for the post will take place soon after the closing date. Carers UK appreciates the time it takes applicants to complete an application but is not normally able to send a response to all applicants. Therefore, if you have not been contacted within four weeks of the closing date, then you should assume that, on this occasion, your application has not been successful.

Please email your CV, covering letter and diversity monitoring form to: [recruitment@carersuk.org](mailto:recruitment@carersuk.org)

We look forward to receiving your application soon.