



## Personal Information

This form must be completed and returned along with your personal statement and CV. The information you provide on this form will be treated in the strictest confidence. The interview selection panel will only receive your personal statement and your CV; your personal information will be retained by the Human Resources Department.

Post applied for:

Job reference number:

Where did you find out about this post?:

## Personal Details

Title:

Forename(s):

Surname:

Address:

Postcode:

Daytime telephone:

Evening telephone:

Mobile:

Email address:



## Personal Information

### Right to Work in the UK

It is a criminal offence for an employer to employ those who do not have permission to work in the UK. You will be asked to provide relevant and original documents for verification before being issued any unconditional offer of employment.

Yes No

1. Do you have an on-going right to work in the UK (e.g. a British Citizen, an individual from Switzerland or EEA countries who have 'settled status' under the EU Settlement Scheme or can stay indefinitely in the UK)?

2. Do you have a time limited right to work in the UK (e.g. an EEA citizen who has 'pre-settled status' under the EU Settlement Scheme, or are an individual on one of the following visas: Skilled Worker, Student, Youth Mobility, Ancestry, Spouse, Dependant, Global Talent)?

3. If you are from Switzerland or an EEA country and have applied to the EU Settlement Scheme, or if you are already in the UK and have made your visa application please provide your share code.

-    -

OR

Yes No

4. Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

5. If you were successful in your application, would you require a certificate of sponsorship prior to taking up employment in the UK?

### Rehabilitation of Offenders Act 1974

The provisions of the above Act provide protection to people with a criminal record from being discriminated against when applying for jobs and from dismissal for the reason of a conviction that has been 'spent'.

We require all applicants to declare any convictions that have not expired.

Yes No

Do you have a conviction which has not been 'spent'?

If yes, please give details of the date(s) of offence(s) and sentence(s) passed:



## Part B

### Personal Information Equal Opportunity Monitoring Form (Strictly Confidential)

#### 2. Gender \*Please specify

#### 3. Sexual Orientation

- Bisexual
- Gay
- Heterosexual
- Lesbian
- Other

#### 5. Disability

Do you consider yourself disabled as defined by Equality Act 2010?

Do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

\*If yes, please state briefly the nature of your disability

#### 4. Religion

- Buddhist
- Church of Scotland
- Hindu
- Jewish
- Muslim
- None
- Other Christian Denomination
- Sikh
- Other Religion\*

\*Please specify

#### 6. Personal Status

- Civil Partnership
- Co-habiting
- Divorced
- Married
- Separated
- Single
- Widowed
- Other



## Personal Information Equal Opportunity Monitoring Form (Strictly Confidential)

The Church of Scotland is committed to a policy of equal opportunities and ensuring that candidates are recruited, trained and promoted on the basis of ability, the requirements of the job and the need to maintain an efficient and effective service.

All information will be treated in the strictest confidence. Your personal information will be kept separate from your personal statement and CV and will be stored separately in the HR Dept and will form no part of the interview process.

Name of candidate:

Post applied for:

Date of birth:

Present nationality:

Country of birth:

### I. Ethnic Group

Choose one section from A to E, then tick the appropriate box to indicate your ethnic background.

#### A. White

- Scottish
- English
- Welsh
- Irish
- Any other White background\*
- \*Please specify

#### B. Asian, Asian Scottish, Asian English, Asian Welsh or other Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background\*
- \*Please specify

#### C. Mixed

- Any Mixed background\*
- \*Please specify

#### D. Black, Black Scottish, Black English, Black Welsh or other Black British

- Caribbean
- African
- Any other Black background\*
- \*Please specify

#### E. Other ethnic background

- Any other background\*
- \*Please specify



## Personal Information (continued)

### Data Protection Act

The Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) regulates how an organisation processes any personal data. These laws require various safeguards and measures in place to ensure that personal data and special category (sensitive) personal data is managed according to data protection laws and ensuring that the rights of an individual are met at all times. The UK Information Commissioner’s Office (ICO) website provides in-depth information regarding the requirements of data protection and can be found at <https://ico.org.uk>

The Church of Scotland is committed to protecting your privacy and safeguarding your personal data. We shall use the information you have provided us with for recruitment and equal opportunities monitoring. We will only keep the data for a maximum period of six months for unsuccessful applicants. Further detail as to how we process your personal data for recruitment purposes can be found in our Privacy Notice <https://www.churchofscotland.org.uk/site/privacy-centre/data-protection/notices/privacy-notice-hr-recruitment>

If you have any queries please alert the Human Resources Manager as soon as possible.

### Conflict of Interest

A conflict of interest is any situation in which someone’s personal interests or loyalties could, or could be seen to, prevent them from acting only in the best interests of the organisation.

A conflict of interest arises when the interests of an employee (or a person closely connected to them, whether by family, friendship/personal relationship or business) are incompatible or in competition with the interests of the organisation. Such situations present a risk that an employee will act, or be perceived to act, based on external influences that are not in the best interests of the organisation.

Please state below any connections you have (or have had) with any employees of the Central Services Committee or other employing agency or office-holder of the Church; any members of any of the Councils or Committees of the General Assembly; and/or any consultant, contractor or supplier to the Church. Disclosure will not act as a bar to your appointment but will enable all such situations to be managed properly.

Name of connected person	<input type="text"/>
Role/Department/Organisation	<input type="text"/>
Nature of Relationship	<input type="text"/>

### Declaration

- I declare to the best of my knowledge the information given in my CV, Personal Statement and Personal Information form are correct and can be treated as part of any subsequent contract of employment. Under the terms of the Data Protection Act 2018, I understand that the information given in these documents may be processed to provide information management for recruitment and equal opportunities monitoring purposes.
- I understand that any appointment is subject to satisfactory references, relevant qualifications and medical clearance by the Church of Scotland Occupational Health Unit.
- I understand that any appointment offered to me may be subject to membership of Protecting Vulnerable Groups Scheme (PVGA)

Signed:

Date:

Please return your CV, Personal Statement and Personal Information to  
Email: [recruitment@churchofscotland.org.uk](mailto:recruitment@churchofscotland.org.uk)