**Private & Confidential**

**APPLICATION FORM**

Thank you for your interest in Pancreatic Cancer UK and for completing our application form. Please can you complete the following:

**Role: Data Officer**

 **A. Your Personal Details**

|  |  |
| --- | --- |
| Surname: |       |
| First Names: |       |
| Title: Please put a cross in the appropriate box | Mr [ ]  / Mrs [ ]  / Miss [ ]  / Ms [ ]  Other [ ]  |

|  |
| --- |
| **B. Your Right to work**Please note that you will be required to provide proof of your right to work in the UK. HR will organise a right to work check with you shortly. Please can you provide a scan/ clear photo of your proof of right to work and HR will organise a right to work check over a zoom video call.  |
| Do you have the right to work in the UK? | Yes [ ]  | No [ ]  |

 **C. Criminal Convictions**

You are required to disclose any convictions which are not ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974

|  |  |  |
| --- | --- | --- |
| Do you have any unspent criminal convictions as defined in the above act? | Yes [ ]  | No [ ]  |
| If Yes, please give details.Having a conviction will not automatically affect your employment opportunities with Pancreatic Cancer UK. The information you provide will be treated as strictly confidential and will be considered only in relation to the role you have applied for. |
| Date | Offence | Sentence  | Date to be spent |
|       |       |       |       |
|       |       |       |       |

Due to the nature of our work, we need to identify candidates who would be unsuitable for certain jobs, especially work that involves vulnerable groups including working with children. It may be that the role you have applied for will be identified as exempt from the Rehabilitation of Offenders Act 1974 and will be eligible for a criminal record check processed through the Disclosure and Barring Service. The level of check (standard/ enhanced/ and/or Barred List checks) will be determined by the role and the position being applied for.

**D. Further details**

|  |
| --- |
| How much notice would you be required to give your present employer?      |
| Please give dates when you are not available for interview      |
| How did you hear about PANCREATIC CANCER UK and this position? \*Please tick as appropriate.Twitter [ ]  Friend or family member [ ]  Word of mouth [ ]  Pancreatic Cancer UK employee [ ]  LinkedIn [ ]  Pancreatic Cancer UK website [ ] Charity Job [ ]  CIOF Data Insights group [ ] Other:       |
|  |

**E) Supporting statement**

1. Please tell us why you want to work for us?
2. Please explain how your previous experience, knowledge, skills and training make you a suitable candidate for this role?

Please refer to the Job Description and Person Specification to support your answer and tailor your evidence to the specific categories. *(Please feel free to expand on to the next page, the below spacing is not indicative of the length of your answer).*

|  |
| --- |
|       |

**Additional Questions:**

1. Please confirm if you have read the job description and person specification and that you feel you have met the base criteria for the role?
2. Please confirm if you are clear on the location, salary and hours of the role?
3. How would you broadly rate your competency in working with normal IT software packages such as Microsoft Office?
* Poor
* Standard
* Above average
* Excellent
* Highly advanced (used to working with specialist/complex packages

4) Anything else you want to add that we should know?

We are happy to hear from all sections of the community and provide an interview process that helps everyone gets the best from the process. If you need additional support or help, just drop us a note or a call on what you need to do your best in the interview.

**Declaration:**

Please read and sign below:

I hereby consent to the processing of sensitive data defined by the Data Protection Act 2018 involved in the consideration of this application.

I understand that if I am appointed, the application form will become part of my personnel file.

I declare that the information provided on this application form and on any accompanying documents is true, to the best of my knowledge and belief. I also understand that any misleading statement or deliberate omission of information may lead to the termination of employment or withdrawal of a job offer.

**Please check the box to say that you agree with the above:** [ ]

If you are not able to check the box due to formatting issues/ software limitations, please / type ‘X’ next to the box above.

|  |  |
| --- | --- |
| Print Name:       | Date:       |

*Thank you for completing this form. We will be in touch to let you know
how your application is progressing.*

**Please return your completed form to:**

# Email: jobs@pancreaticcancer.org.uk