|  |  |
| --- | --- |
| Full Name: |  |
| Date of Birth: |  |
| Address |  |
| Telephone |  |
| Email |  |

**Car Details**

|  |  |
| --- | --- |
| Make and Model of the car |  |
| Estate/hatchback/saloon |  |
| Three door/five door |  |
| Registration Number |  |
| Engine Capacity |  |
| Can the vehicle take a folded wheelchair? |  |

**Insurance**

|  |  |
| --- | --- |
| Do you hold a full driving license? |  |
| Driving license number |  |
| Driving license expiry date |  |
| Do you hold a fully comprehensive insurance? |  |
| Date Insurance is valid until |  |
| Name and addresses of insurance  company: |  |
| Do you have any endorsements? |  |

|  |
| --- |
| Previous voluntary work /relevant experience (if any) |

|  |
| --- |
| Do you have a disability or health condition which may affect your volunteering? |

Times available to drive (please tick all appropriate)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
| Am |  |  |  |  |  |  |  |
| Pm |  |  |  |  |  |  |  |
| Evening |  |  |  |  |  |  |  |

Please give us the name and addresses of two referees. These should be people who have known you for at least 2 years and are not related

Name:

Address:

Phone number:

How do you know him/her?

Name:

Address:

Phone number:

How do you know him/her?

**General Data Protection Regulations (2018)**

As part of our Recruitment process, please read and complete the GDPR form at the end of this application giving your consent for us to store and use your personal information. Failure to sign the Consent may lead to your application not being processed.

|  |
| --- |
| **Criminal Convictions** |
| **The Rehabilitation of Offenders Act (1974) applies to posts advertised within the Disability Information Bureau. The revision of the Act indicates that people do not have to disclose most spent convictions. However; the DIB has taken the decision to ask ALL staff and volunteers to inform us of any Cautions, Warnings, Fines or Convictions. This will enable a full and thorough Risk Assessment to take place to ensure that ALL parties are Safeguarded when assisting Vulnerable Adults who use the services provided.**  **Have you any Spent/ Unspent criminal convictions?**  **Yes  No**  **If yes, please give details below:** |

**General Data Protection Regulations 2018**

**Recruitment & Selection**

**Privacy Statement**

Here at DIB we take your privacy seriously and will only use your personal information to administer your application for employment or volunteering. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below.

**Personal Data We Collect**

We collect the following personal data relating to your employment application:

Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number)

Employment history

Qualifications

Equality of Opportunity (Ethnicity, Disability Details) under Special Categories

**How We Use Personal Data**

Your personal data will be used to process your application.

**How Long We Will Hold Personal Data**

Data will be held under the company’s General Data Protection Policy details of which will be made available when you start Volunteering. Full details are available in the welcome pack.

**Reasons We Share Personal Data**

We may share your personal data with our Human Resources Department to aid our selection process.

We will not normally share personal data with anyone else, but may do so where:

* There is an issue that puts the safety of our staff at risk
* We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

* The prevention or detection of crime and/or fraud
* The apprehension or prosecution of offenders

In connection with legal proceedings

* Where the disclosure is required to satisfy our legal obligations

**How We Protect Your Personal Data**

We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

**How to Access & Control Your Personal Data**

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the company holds about them. This includes:

* Confirmation that their personal data is being processed
* Access to a copy of the data
* The purposes of the data processing
* The categories of personal data concerned
* Who the data has been, or will be, shared with
* How long the data will be stored for, or if this isn’t possible, the criteria used to determine this period
* The source of the data, if not the individual
* Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests must be submitted in writing, either by letter or email via the HR Department.

They should include:

* Name of individual
* Correspondence address
* Contact number and email address
* Details of the information requested

When responding to requests, we:

* May ask the individual to provide 2 forms of identification
* May contact the individual via phone to confirm the request was made
* Will respond without delay and within 1 month of receipt of the request
* Will provide the information free of charge
* May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary
* If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

Other data protection rights of the individual: In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

* Withdraw their consent to processing at any time
* Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
* Prevent use of their personal data for direct marketing
* Challenge processing which has been justified on the basis of public interest
* Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
* Prevent processing that is likely to cause damage or distress
* Be notified of a data breach in certain circumstances
* Make a complaint to the ICO
* Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

**NOTE:** Individuals should submit any request to exercise these rights to the HR Department

**Consent**

I have read and consent to my personal data, as detail above, being held and utilised by DIB for the purposes stated.

Signed: ………………………………………………………………. Date: ………………………………….

**Please send a copy of your signed GDPR Form to** [**Leanne.Lake@Dibservices.org.uk**](mailto:Leanne.Lake@Dibservices.org.uk) **or by mail marked “Confidential” to the Leanne Lake, Disability Information Bureau, HR Department, Pierce Street, Macclesfield, Cheshire, SK11 6ER**

**Thank you for taking the time to complete this form**