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**Candidate Application Pack**

**Finance and Administration Assistant**

**(**Initially 12-month fixed term maternity cover with the potential to become permanent afterwards**)**

**Confidential Application**

***Please return only this section of the document to Gaia. You do not need to re-include the background briefing and job description in your application.***

Applying for the role of **Finance and Administration Assistant**

The Gaia Foundation

**Please complete this brief application form and attach a CV outlining your career to date, plus any academic and professional qualifications. Also include details of any voluntary post undertaken. Please send your application to** **info@gaianet.org** **by 5pm on Sunday 01st December.**

Full Name:

Address:

Mobile Phone:

Home Phone:

Email:

How did you hear about this post?

Are you eligible to work in the UK?

# REFERENCES

Please give details of two professional referees: your current employer (they will not be contacted prior to an offer) and your previous employer. If you do not have this, please provide one professional and one personal referee:-

1 - Name and professional relationship to you:

Tel:

Email:

OK to approach Yes / No

2 - Name and professional relationship to you:

Tel:

Email:

OK to approach Yes / No

**Current Employment Terms Details**

Basic Annual Salary: Annual Leave:

Pension: Employer contribution: Employee contribution:

Any other benefits?:

Notice required:

Please state your answers to the following (over no more than half a page per answer please):

##### 1) Why would you like to be the Finance and Administration Assistant at the Gaia Foundation?

##### 2) What three key areas of experience and skills can you bring to this role?

##### (Please draw upon the Job Description and Person Specification to inform your answer)

**DECLARATION**

I declare that the information that I have provided on this form is true and accurate, and in particular that I have not omitted any fact which may have a bearing on my application. I understand that any subsequent contract of employment with the Gaia Foundation will be made on the basis of the information I have provided. Furthermore, I understand that a false declaration, which results in my appointment to the Gaia Foundation, will render me liable to dismissal without notice.

I give/ do not give Gaia consent (see privacy notice below and delete as appropriate) to hold my personal details contained through the recruitment process for the full 12 months in order to be considered for other positions or not.

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Recruitment Process**

## Timetable

|  |  |
| --- | --- |
| Deadline for applications | Sunday 1st December 2019, 5pm |
| First stage interviews | TBC (in week commencing 09th December)  |
| Second stage interviews | TBC, dependent on candidate and Gaia availability.  |
| Preferred Start Date | From 06th January 2020 |

**Privacy notice**

As part of any recruitment process, Gaia collects and processes personal data relating to job applicants. Gaia is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Gaia collects a range of information about you through the application forms and CV’s. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK

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).

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate’s suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

If your application is unsuccessful, Gaia may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

Please note that your information may be shared internally for the purposes of the recruitment exercise.

We will not share your data with third parties, unless your application is successful, and we make you an offer of employment. We will then share your data with former employers to obtain references for you.

We take security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed.

If your application for employment is unsuccessful, Gaia will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

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

## To Apply

If you would like to apply for the role then please send your CV and Application Form to info@gaianet.org by 5pm on Satrurday 30th November.

**Information**

If you require any further information or you would like to discuss anything in more detail, please contact Julia on info@gaianet.org or call 0207 428 0050. Please ensure you have read the job description and person specification thoroughly.