



GORDONRURALACTION
RESPONDING TO THE NEEDS OF THE COMMUNITY

GORDON RURAL ACTION ROLE DESCRIPTION

Role	Van Driver (to cover Huntly & Inverurie)
Support Person	Reporting to Shop Manager/Business & Operations Manager
Role Purpose	To assist with deliveries and collection of furniture/stock for the charity shops in Huntly and Inverurie
Job Specification	<ul style="list-style-type: none">• To drive Gordon Rural Action's van in a sensible and safe manner at all times.• To ensure that the van is kept clean and tidy and in good mechanical order and report any van related problems to the shop manager or Business and Operations Manager as soon as possible, arranging for the rectification of any fault immediately with an approved supplier.• To complete all paperwork, (Van Log Book) and to keep receipts in relation to the operation of the van.• To ensure that no item is lifted that is too heavy for the van driver and/or his/her assistant. The van driver should always have an assistant unless otherwise agreed.• To promote high standards of customer care at all times and maintain confidentiality.
Personal Specification	<ul style="list-style-type: none">• Over the age of 25 (for insurance purposes)• Physically fit and able to lift• Willingness to work as part of a team• Willingness to Learn• Full Clean Driving Licence essential
Hours	20 hours per week (Mon to Fri)
Rate of Pay	£8.75 per hour
Location	Gordon Rural Action Charity Shops in Huntly & Inverurie, days and times to be discussed at interview stage

Gordon Rural Action is a company limited by guarantee registered in Scotland, under Company Number 154075 and is a charity registered in Scotland under Charity Number SC004883.

Registered office: Gordon Rural Action, 55 Gordon Street, Huntly, AB54 8EQ



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JOB APPLICATION FORM

Please complete all sections of the form,
even if submitting a CV

PERSONAL DETAILS

Surname: _____ **First Name:** _____ **Title:** _____

Address: _____

Date of Birth: _____ **E-mail address:** _____

Telephone: _____ **Evening:** _____

Do you own a car? YES/NO

Do you have a current driving licence? YES/NO

Do you have any current endorsements? YES/NO

If so, please give details: _____

Do you have any special requirements by virtue of a disability? YES/NO

If so, please give details: _____

GENERAL HEALTH

Is your general health good? YES/NO

How many days have you had off work in the past year due to ill health: _____

EMPLOYMENT HISTORY

Have you previously worked for us? yes/no: _____

If yes, when: _____

Present/Last employer: _____

Type of business: _____

Address: _____

Starting date: _____

Present Salary: _____

Type of work and responsibilities: _____

Reason for leaving: _____

Previous employer: _____

Type of business: _____

Address: _____

Starting date: _____

Leaving date: _____

Type of work and responsibilities: _____

Reason for leaving: _____

Please use a separate sheet if necessary

REFERENCES

Please give the names, addresses and day time telephone numbers of two people willing to act as referees on your behalf, one of whom should normally be current or most recent employer:

Name: _____

Name: _____

Address: _____

Address: _____

Postcode: _____

Postcode: _____

Tel No: _____

Tel No: _____

EDUCATION DETAILS

EDUCATIONAL ESTABLISHMENT ATTENDED	FROM	TO	EXAMINATIONS PASSED QUALIFICATIONS GAINED

Have you any skills, experience or qualifications which you feel would suit the job for which you are applying?

Please use a separate sheet if necessary

INTERESTS AND HOBBIES

PLEASE RETURN TO:

**Mrs Diane Mathieson, Finance Officer, Gordon Rural Action, 55 Gordon Street, Huntly Aberdeenshire AB54 8EQ
by 5.00pm on Friday 10th August 2018.**

FACTS SET FORTH IN THIS APPLICATION FOR EMPLOYMENT ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND COMPLETE.

Signature: _____ Date: _____



GORDON RURAL ACTION

RESPONDING TO THE NEEDS OF THE COMMUNITY

Equal Opportunities Monitoring Form – STRICTLY CONFIDENTIAL

Gordon Rural Action is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital status, religion or belief, sexual orientation, disability or age.

The information requested below is for MONITORING purposes only, to assist Gordon Rural Action in the implementation of our Equal Opportunities Policy. You are not obliged to answer all the questions, but the more information you provide, the more effective our monitoring will be. Any information you choose to provide will be kept in strict confidence and will not be seen by anyone involved in the selection procedure.

This form should be returned in the envelope provided, which is marked 'PRIVATE AND CONFIDENTIAL'.

POST APPLIED FOR:

1. Monitoring Ethnicity:

How would you describe yourself?

Choose ONE section from A to E, and then tick the appropriate box

- A Asian or Asian British Bangladeshi Indian Pakistani
 Any other Asian background, please describe
- B Black or Black British African Caribbean
 Any other Black background, please describe
- C Chinese or other ethnic group Chinese
 Any other, please describe
- D Mixed Heritage White and Asian White and Black African
 White and Black Caribbean
 Any other Mixed background, please describe
- E White British English Irish Scottish Welsh
 Any other White background, please write in box
- F Prefer not to say

2. Monitoring Gender:

Would you describe yourself as:

- Male Female Prefer not to say

3. Sexual Orientation:

What is your sexual orientation?

- Bisexual Gay man Gay Woman / Lesbian
 Heterosexual / Straight Other Prefer not to say

4. Monitoring Age:

Which age bracket applies to you?

- 16-21 22-30 31-40 41-50 51-60 61-65 65+

5. Monitoring Religion and Belief

Please tick the box that best describes you:

- Buddhist Christian Hindu Jew Muslim Sikh
 Other Religion or Belief (please state)
 No Religion Prefer not to say

6. Monitoring Disability

You may have rights under the Equality Act 2010 if: you have a physical or mental impairment; which is long term; and makes it difficult for you to do the things that most people do on a fairly regular and frequent basis?

Do you consider yourself to have a disability or a long-term health condition?

- Yes No

What is the effect or impact of your disability or health condition?

- Prefer not to say

7. Marital Status

What is your marital status?

- Married Civil Partnership Unmarried Widow/Widower

8. ADVERTISING

In addition, we would like to monitor the success of our advertising of this position.

Where did you find out about this vacancy?

- Internal notice Employment Agency Word of mouth Job centre
 Professional journal (please state which)
 Gordon Rural Action website
 Other internet site (please state which)
 Newspaper advertisement (please state which paper)
 Other (please describe)

Data Protection Privacy Notice for Job Applicants

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'Privacy Notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information?

Gordon Rural Action (GRA) is a 'data controller' and gathers and uses certain information about you. Where Gordon Rural Action is also a 'data processor', we will process information received from third parties about you.

Data Protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

About the information we collect and hold

The table set out on the following pages summarises the information we collect and hold, how and why we do so, how we use it, and with whom it may be shared.

The table below also summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it, and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate - that is, we only collect and process what we need to, and we only store it for as long as we need to. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices and by third-party agencies, service providers, representatives and agents. We have security measures in place to seek to ensure that there is appropriate security for information we hold.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful (and you become employed by us), the nature of the information concerned, and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims of things such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so, but we will first consider whether the records can be anonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment.

Further details on our approach to information retention and destruction are available in our

Retention Policy.

Your rights to correct and access your information and to ask for it to be erased

Please contact the Chief Officer, who can be contacted by calling 01466 402188 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask the Chief Officer for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. The Chief Officer will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Changes to what we do

We regularly review and, where necessary, update our privacy information, policies, procedures and privacy notices. If we plan to use your personal information for a new purpose we will update our documentation and privacy notice, and communicate the changes to you before starting to use the information in a new way.

How to complain

We hope that the Chief Officer can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

Schedule relating to the information we collect and hold

Part A - Up to, and including, the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (i.e. address, home and mobile phone numbers, e-mail address)	From you	<ul style="list-style-type: none"> • Legitimate interest: to carry out a fair recruitment process • Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages 	<ul style="list-style-type: none"> • To enable HR personnel and/or the relevant manager to contact you to progress your application, arrange interviews and inform you of the outcome • To inform the relevant manager or department of your application
Details of your qualifications, experience, employment history (including job titles salary and working hours) and interests	From you, in the completed application form and interview notes (if relevant)	<ul style="list-style-type: none"> • Legitimate interest: to carry out a fair recruitment process • Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit 	<ul style="list-style-type: none"> • To make an informed recruitment decision • The people making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewers will receive non-anonymised details
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed anonymised equal opportunity monitoring form	<ul style="list-style-type: none"> • To comply with our legal obligations and for reasons of substantial public interest • equality of opportunity to treatment 	<ul style="list-style-type: none"> • To comply with our equal opportunities monitoring obligations and to follow our equality and other policies • For further information, see ** below
Information regarding your criminal record	From you, in your completed application form	<ul style="list-style-type: none"> • To comply with our legal obligations • For reasons of substantial public interest preventing or detecting unlawful acts and protecting the public against dishonesty 	<ul style="list-style-type: none"> • To make an informed recruitment decision • To carry out statutory checks • Information shared with DBS and other regulatory authorities as required • For further information, see ** below
Information regarding your academic and professional qualifications *	From you, from your education provider and/or the relevant professional body	<ul style="list-style-type: none"> • Legitimate interest: to verify the qualifications information provided by you 	<ul style="list-style-type: none"> • To make an informed recruitment decision
Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs)*	From you and from the Disclosure and Barring Service (DBS) or CRBS/Disclosure Scotland	<ul style="list-style-type: none"> • To perform the employment contract • To comply with our legal obligations • Legitimate interest: to verify the criminal records information provided by you • For reasons of substantial public interest preventing or detecting unlawful acts and protecting the public against dishonesty 	<ul style="list-style-type: none"> • To make an informed recruitment decision • To carry out statutory checks • Information shared with DBS or Disclosure Scotland and other regulatory authorities as required • For further information see ** below
Your nationality and immigration status and information from related documents, such as your passport or	From you and, where necessary, the Home Office	<ul style="list-style-type: none"> • To enter into/perform the employment contract • To comply with our legal obligations • Legitimate interest: to 	<ul style="list-style-type: none"> • To carry out right to work checks • Information may be shared with the Home Office

other identification and immigration information *		maintain employment records	
A copy of your driving licence *	From you	<ul style="list-style-type: none"> • To enter into/perform the employment contract • To comply with our legal obligations • To comply with the terms of our insurance 	<ul style="list-style-type: none"> • To make an informed recruitment decision • To ensure that you have a clean driving licence • Information may be shared with our insurer

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked * above to us to enable us to verify your right to work and suitability for the position.

** Further details on how we handle sensitive personal information and information relating to any unspent criminal convictions and offenses are set out in the GRA Office Manual.