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**Application for Casual Employment**

**Guidance for the completion of the application form**

To ensure a consistent approach with our recruitment procedure:

* Candidates are requested to submit their application using this standard form to assist our processes and to ensure all applicants are assessed equally.
* We do not accept CVs in place of application forms.
* Please submit your form electronically if possible. If your application is hand-written, please use black ink.
* Please ensure your application form is completed fully.

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| **Title of the casual post** |  |
| **Department** |  |
| **Where did you see the post advertised?**  | [ ]  RAU website [ ]  Jobs.ac.uk [ ]  Glosjobs [ ]  Indeed [ ] SW1 Jobs[ ]  LinkedIn [ ]  Other (please specify): |

**Personal Details**

|  |  |
| --- | --- |
| **Title** | [ ] Miss [ ] Ms [ ] Mrs [ ] Mr [ ] Mx [ ] Prof [ ] Dr |
| **Forename(s)** |  | **Surname** |  |
| **Email address** |  | **Phone number** |  |
| **Home Address** |  |
| **If you are a student at the Royal Agricultural University, please will you tell us which course you are on:** |  |
| **What hours are you available to work?** |  |
| **Do you have the right to work in the UK?** | [ ]  Yes [ ]  No  |
| **DISCLOSURE** - If you are related to any employee of RAU or to any member of the Board of Governors, please state: |  |

**Supporting Information**

Please state why you are applying for this casual role at the University (including any skills and experience you have):

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**Applications**

Royal Agricultural University confirms its commitment to equal opportunities in employment. In all its activities as an employer, the University seeks to ensure that individuals are recruited, trained, promoted and treated fairly during the term of their employment.

Completed applications must be received by the published closing date. Ideally, applications will be sent to the RAU via email: jobs@rau.ac.uk

Please also submit a completed [Equal Opportunities Monitoring Form](https://www.rau.ac.uk/sites/default/files/2023-10/Equal%20Opportunities%20Monitoring%20Form%20October%202023.docx) with your application.

However, if you wish to send a signed copy by post, please mark envelope ‘Strictly Confidential’ and forward to the following address: Human Resources Department, Royal Agricultural University, Stroud Road, Cirencester, GL7 6JS

**ALL INFORMATION PROVIDED BY APPLICANTS WILL BE TREATED IN CONFIDENCE**

**General Data Protection Regulations: Applicant Privacy notice**

The Royal Agricultural University collects and processes your personal data so that it can meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship.

The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be stored in a range of different places, which will include the University’s HR and recruitment management systems (electronic and paper based), and in IT systems (including the University's email system). Your information may be shared internally with the HR Department and with employees who are involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles.

The University may share your data with third parties in certain circumstances. Personal data that the University uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The University takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you have applied for. If your application is successful, your applicant data will be retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the University to change incorrect or incomplete data.

In certain circumstances you can ask the University to stop processing your data, or you can object to the processing of your data. If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the University Data Protection Officer. A detailed Employee Privacy Notice is available to view [here](https://www.rau.ac.uk/privacy-notices).

**Declaration**

I confirm that the information on this form is correct and that any false statement may be sufficient cause for rejection, or if employed, may result in dismissal.

I will produce evidence of qualifications declared in this application form. If offered an appointment, I agree to complete a medical questionnaire and undergo a medical examination if required.

I understand that this information will be stored in manual and electronic files and is subject to the provisions of the General Data Protection Regulations.

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| **Candidate’s Signature** (written or electronic) |  | **Date** |  |

**Thank you for your interest in working at the Royal Agricultural University**