Appendix 1
Safer Recruitment & Selection

Application Process – Supplementary Information Form

The BBU takes its responsibility for safe and fair recruitment and data protection seriously. To achieve this, we need you to provide some supplementary information. This information will also help us to speed up the recruitment process. The information required differs according to whether the appointment will be as an employee or as a self-employed associate.

Supplementary Information Form			
Return this form to: info@britishbiathlon.com along with your CV and covering letter			
Position applied for:			
Disability			
Please let us know below if require any assistance to enable you to access the selection process:			
Contract Type (Please tick)			
Employed Status		Self Employed Status	
Preferred working arrangements (Please tick)			
Full time (37.5 hours)		Part Time	
If you have ticked part time, please provide details of the number of hours/ pattern of days you would prefer			
Personal details			
Title:			
Name:			
Address & Post Code:			

Email:					
Telephone (Landline):					
Telephone (Mobile):					
For employed status only National Insurance No:					
Do you hold a current driving licence? **(Please Tick)**		Yes		No	
Expiry date:					
Details of endorsements (if none, please insert "N/A")					
For employed status only Do you have a current right to work in the UK?		Yes		No	
If no, please provide details.					
References					
Please note here the names, company name (where applicable) and addresses including email address of three persons from whom we may obtain both work and character references.					
1.	2.	3.			

Contacting Referees: The BBU will only contact referees where an offer of employment or contract for service is being made and will ask your permission before making contact.

Basic DBS Check

Because of the nature of the position for which you are applying, we require evidence of a basic DBS check carried out in the last 3 years which will show any unspent convictions or cautions. In the absence of a current DBS check we will need to arrange for one to be obtained. If you have any unspent convictions or cautions, depending on their nature, this may affect whether or not we are able to proceed in contracting with you. Any information obtained will be completely confidential and will be considered only in relation to this application. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential.

Do you currently have any unspent convictions or cautions for any offence? YES/NO (delete as appropriate).

If yes, please give details below:

Data Protection

All of the information collected in this form is necessary and relevant to the performance of the position applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of requiring this information in the legitimate business interests of the organisation to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your contract and in relation to any legal challenge which may be made regarding our recruitment practices.

Declaration

I confirm that the above information and that provided in my CV and covering letter is complete and correct and that any untrue or misleading information will give Always Consult Ltd the right to terminate any employment or contract for service offered. I understand that any offer of a contract is subject to the Company being satisfied with the results of series of relevant checks including

eligibility to work in the UK*, medical report*, basic DBS, qualifications, references and probationary period (in line with the operation of the Equality Act 2010). *** Employed status only**
Signed: **Date:**