

**Application for Employment (Confidential)**

Please complete this form by either printing it out and writing in black ink or by typing in the spaces provided in this document.

You can return your completed application form by post to:

* Human Resources, Watershed, 1 Canons Road, Harbourside, Bristol, BS1 5TX or
* email to hr@watershed.co.uk.

If this way of applying isn’t accessible or comfortable for you, please contact the HR department at hr@watershed.co.uk or phone on 0117 927 5100 to discuss a more suitable way of applying and how we might be able to support you.

**References will be requested for the successful applicant.**

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| Post applied for:  |  | Date: |  |
| **Personal details**  |
| First name(s):  |  |
| Last name: |  |
| Postal address:  |  |
| Contact telephone number:  |
| Contact email address: |
| Contact preference (email or phone): |

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| **Employment History** |
| Employer (present or most recent): |
| Position held: |
| How long have you worked for this employer: |
| Reason(s) for leaving: |
| Nature of duties:  |

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| Employer (past employment): |
| Position held: |
| How long did you work for this employer? |
| Reason(s) for leaving: |
| Nature of duties: |

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| If you would like to add any other relevant employment history, please do so here: |

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| Training and education – please list any courses, education or additional training you have completed, if it is relevant to the position you are applying for: |

### Please continue on a separate sheet if necessary.

**Statement in support of your application**

Please read the Essential Criteria section of the job description thoroughly.

In the space below, thoroughly describe how your knowledge, experience and skills meet **each of the essential criteria**. You will be assessed on whether you meet all of the criteria.

Please give specific examples – these could be from your past or current employment, unpaid projects and hobbies, learning, training and skills. Please continue on a separate sheet if necessary.

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| **Declaration**I confirm that to the best of my knowledge the information I have given on this application form is complete and accurate. I understand that any false statements may lead to the offer of employment being withdrawn or the employment being terminated. I consent to Watershed processing the information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process. | Signed:  |
| **Date:** |

Privacy notice

**Why we’re collecting your information**

We are collecting your information in order to assess your application for the job you are applying for and manage the recruitment process. The information you submit in this form is only used for this purpose.

**Who is collecting your information and how we store it**

* All information given on this form is strictly confidential.
* Watershed is the data controller for all personal information submitted through our job application process.
* We use external systems (such as Typeform) within this process, with the intention of making the process of applying as easy and accessible as possible. Additional safeguards are in place for all external systems that transfer data outside of the European Economic Area to ensure your data is secure (for more detail on this please see our full privacy policy at https://www.watershed.co.uk/privacy/recruitment).
* We have restricted access controls and data security processes, including data processing agreements with all external system suppliers, to comply with GDPR and to ensure your personal information is kept secure at all times.
* Unless you object, your personal information is kept for as long as we feel is necessary.

**Your Rights**

You have the following rights in relation to your personal information:

* Your right to get copies of your data
* Your right to get your data corrected
* Your right to get your data deleted
* Your right to limit how Watershed uses your data
* Your right to data portability
* The right to object to the use of your data
* Your right to raise a concern

**Who to contact**

If you have queries about your data, you can contact Watershed’s Data Protection Officer (datacontroller@watershed.co.uk).

To read our full privacy policy regarding how we use personal data throughout our recruitment process please visit <https://www.watershed.co.uk/privacy/recruitment>