

# APPLICATION FORM

## Sinai Synagogue – Rabbi



### HOW TO FILL IN THIS FORM

**The information that you provide on this form will be used to make our initial selection.** Sinai Synagogue is committed to equal opportunities in the recruitment, training and retention of its employees.

Please answer all the questions and save the form in a format that can be submitted as an email attachment to [newrabbi@sinaileeds.uk](mailto:newrabbi@sinaileeds.uk)

Please see this as your opportunity to tell us what you'd like to bring to our community and how you'd respond to our priorities.

### PERSONAL DETAILS

Title		Forename(s)	
Surname		Previous name(s):	
Address			
Town/City			
County		Postcode	
Home Tel:		Mobile	
Email			
Date from which you are available to work (MM/DD/YYYY)			
If you are required to give notice in your current position, what is your notice period?			

### EMPLOYMENT HISTORY or Attach CV

Please list in order (most recent job first) the organisation you have worked for both full time and part time, paid or unpaid, including relevant voluntary work.

From	To	Employer	Job Title/Main Duties

**EDUCATION & TRAINING or Attach CV**

Please include details of studies undertaken and qualifications obtained from higher education onwards.

Institution and Date	Qualifications and grades gained

**MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS AND INSTITUTIONS**

Name of Association/Institute	Grade/Class of membership and Registration or membership number	Date

**REASONABLE ADJUSTMENTS**

Do you have any physical, learning or mental health conditions which could affect your ability to perform at interview or if appointed? If yes, please provide details of reasonable adjustments that we might be able to make to help you.

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**REFERENCES**

Please give the details of two people who are familiar with your abilities and are willing to act as a referee, one of whom should be your current or recent employer. The other must be a previous employer or from your Rabbinical College. We will only take up references if we have offered you the position.

**Referee 1**

Name

Position

Street

Town/City

County

Postcode

Email

**Referee 2**

Name

Position

Street

Town/City

County

Postcode

Email

## DEMONSTRATION OF ABILITIES

Please use the following sections to enlarge upon your experience and expertise, paying specific attention to the details given in the Rabbinic Application Pack.

Demonstrate how you will address the challenges specified in the *Rabbinic Application Pack*.

Demonstrate that you have the relevant **EXPERIENCE** as stated in the Person Specification

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What do you consider to be the **KEY CHALLENGES** for Reform Judaism in the UK?

## DECLARATION

Should your application be successful, it is Sinai's policy to submit employees who have direct contact with children or vulnerable adults for clearance by the Disclosure and Barring Service. In compliance with amendments made to the Asylum and Immigration Act 1996, we require all applicants to provide evidence that they are legally permitted to work in the UK.

**I confirm that to the best of my knowledge and belief, the information I have given is correct and I understand that any contract offered to me is based on the information provided.**

Signed

Date

**Please note: Your attention is drawn to the GDPR Applicant Consent form which is part of this document. We will be unable to process your application without the signed consent form.**

Sinai Synagogue, Roman Avenue, Leeds LS8 2AN  
[www.sinaileeds.uk](http://www.sinaileeds.uk)



## Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006

Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, this role involving working with children requires you to declare any criminal convictions (including cautions) regardless of whether or not they would be considered spent in other circumstances.

Have you ever been convicted of a criminal offence?

☐ Yes ☐ No

Are there any alleged offences outstanding against you?

☐ Yes ☐ No

If 'YES' to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'.

## Declaration by Applicant (For positions working with children)

### ***Safeguarding and Welfare of children***

Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated?

☐ Yes ☐ No

If you have answered 'YES' to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope (or in a password-protected email attachment) marked confidential and attach it to your application form.

### ***Disciplinary Record***

Are you (or have you ever been) dismissed from, or given a final warning in, a post involving working with children for alleged misconduct or resigned in the face of such allegations?

☐ Yes ☐ No

If 'YES', please give details:

Have you ever been barred from working with children?

☐ Yes ☐ No

If 'YES', please give details:

## General Data Protection Regulations: Consent Form for Job Applicants

From May 2018 the law changes about how organisations record, store and use individuals' personal data. Currently the Data Protection Act cover how this is managed, but this new GDPR law means we have to change some of our working practices.

As an organisation we need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

### Your consent is requested

We would like your consent to hold personal and special data about you in order that we can process your employment application.

The data we wish to obtain and hold (a range of examples provided, but not limited to)

Type of data	Why we wish to hold it	How long it will be kept for
<b>Recruitment data</b> Previous employers Types of job held at other companies Previous salaries Skills and qualifications obtained	This will allow us to make a decision on your suitability for employment/engagement	If your application is unsuccessful your data will be deleted after 6 months.  If a job offer is made a more comprehensive GDPR consent form will be issued

### Agreement to use my data

I hereby freely give my prospective employer, Sinai Synagogue, consent to use and process my personal data relating to my job application (examples of which are listed above).

### In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.

I understand that if I am unsuccessful with my application my data will be destroyed after 6 months.

If I have any issues regarding data issues, I understand I can contact Matt Thornfield, Company Secretary, directly with any questions or concerns. His email address is [compsec@sinaileeds.uk](mailto:compsec@sinaileeds.uk) .

I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at [www.ICO.org.uk](http://www.ICO.org.uk))

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_