 23 Bridge Street

 Lisburn

 County Antrim

 BT28 1XZ

 CHARITY NO: NIC101239

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| **T:**  | 0800 2545123 |
| **F:** | 028 9260 3874 |
| **E:** | info@ascert.biz |
| **W:** | www.ascert.biz |

 ***"Addressing alcohol and drug related issues: reducing harm and supporting positive change"***

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Dear Applicant

Thank you for your interest in the post, please find the specific role requirements and duties for this post detailed within the attached documents. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

**Important Notes**

Once you have submitted or posted your application form please allow 15 working days after the closing date for a response. We do not notify applicants of an unsuccessful application, if no response has been received within this time, please accept this as confirmation that your application has been unsuccessful.

Please email the completed application form to recruitment@ascert.biz

Any applications received after 12pm on the closing date will not be accepted. As we are a charitable organisation ASCERT cannot accept receipt of forms which carry a surcharge due to incorrect postage amounts.

All candidates are subjected to Access Ni check.

**Closing Date: 18th May 2021 – 12pm**

Regards

Lisa Crossey

HR Officer

**Encs: Application Form, Privacy Statement, Equal Opportunity Monitoring Form, Criminal Convictions Form**

**Information for Applicants**

1. **Who we are and what we do**

ASCERT is a charity registered with the Charity Commission for Northern Ireland and a company limited by guarantee. The organisation has been in existence since 1998 and is one of the largest charities addressing drug and alcohol issues across Northern Ireland. ASCERT is overseen by a Board of Directors who act in a voluntary capacity and are responsible for the governance arrangements of the charity. ASCERT delivers its services across all of Northern Ireland and operates from a head office in Lisburn and regional offices in Belfast, and Omagh. We have around 50 staff, and are supported by independent contractors and volunteers with an operating budget of around £2million.

**Services**

The work of the organisation is mainly focused on services and activities that will have an impact on the harm resulting from alcohol or drug use, addressing these issues directly or through other work around other relevant social factors.

The main service areas we currently provide include;

* Information and signposting
* Community based initiatives addressing substance use issues
* Prevention, lifeskills and harm reduction programmes for young people
* Prevention programmes for parents and whole families
* Interventions and support for young people affected by substance use and their family members
* Interventions and support for adults affected by substance use and for family members
* Supports for people affected by another person’s substance use
* Family therapy services

Training and development programmes for organisations, workers and volunteers in relation to substance use issues and also suicide prevention

1. **Our Mission**

*ASCERT addresses alcohol and drug related issues; reducing harm and supporting positive change.*

We aim to make a real difference in relation to how drugs and alcohol impact on people and society. Through our actions we will reduce the potential or actual impact on people's lives, and support the achievement of positive and sustainable change for individuals, families, communities and societal.

1. **Our Values**

**Integrity**

ASCERT will demonstrate integrity in everything we do, acting honestly and reflecting moral and ethical principles.

**Accountability**

ASCERT will be open and transparent in its conduct and be answerable to its members and stakeholders.

**Hope**

ASCERT believes there is hope in every situation, and with the right help at the right time, every person can achieve change for the better.

**Progressive**

ASCERT will be sensitive to changing needs, consider opportunities to innovate and adapt in order to be effective in the delivery of outcomes for our service users.

1. **Strategic Themes**

To be effective it is not only important to do the right things that will help us meet our objectives but also to do things in the right way. We have identified three key strategic themes that we believe are essential to effectively meeting the needs of our stakeholders and service users and that will guide our approach in the coming years.

**Being evidence informed and outcomes focused**

* We are guided by evidence of what works.
* We evaluate our work and use this to improve what we do and inform others.
* We define success by the difference we have made, as well as how much we have done.

**Putting service users at the centre of what we do**

* We engage service users to inform the design, delivery and evaluation of our work.
* Our main concern is delivering the best experience and outcome for the service user.
* Our services are person centred and adaptive to meet each service user’s needs

**Taking a holistic approach to addressing alcohol and drugs**

* We view substance use in the context of the whole person, the family and community.
* We work collaboratively with others and utilise resources in the community to meet service user needs.
* We work to address other social factors that can help impact alcohol and drug issues
1. **Our Strategic Outcomes**

**Strategic Outcome 1**: Influence policy, practice and the public

**Strategic Outcome 2 :** Build capacity and skills to address alcohol, drugs and other related issues

**Strategic Outcome 3:** Reduce the harm from alcohol or drug use through prevention, early intervention and treatment

**Strategic Outcome 4:** Help people sustain change and support their recovery

**Strategic Outcome 5:** Optimise available resources to deliver high quality and effective services

We have identified four key strategic drivers that will be the focus for the organisation over the next five years. These represent the windows through which we will view the development of the organisation to take forward the strategy to realise our goals.

1. **ASCERT Strategic Map**



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| **JOB DESCRIPTION** | **INTERVENTION Services Administrator**  |
| **RESPONSIBLE TO** | Intervention Service Manager |
| **LOCATION** | ASCERT Belfast Office/Remote home working if required |
| **LENGTH OF POST** | Post is funded to March 2022 |
| **HOURS** | 35 hours |
| **SALARY** | SCP Point 3 £18,065+ 4% pension |
| **OVERALL PURPOSE**ASCERT has grown to become one of the leading providers of drug and alcohol services in Northern Ireland. We have extensive experience in the development, planning and delivery of drug and alcohol services.ASCERT provide a wide range of services in areas including training, education, treatment, and community services operating from bases in Lisburn (Head Office), Omagh and Belfast.This post will be responsible forproviding effective and efficient administration support, developing and maintaining appropriate administrative systems and acting as first point of contact for ASCERT Intervention Services, reporting to the Intervention Service Manager. To undertake reception duties as required, acting as a first point of contact for all incoming callers and clients as required to ASCERT Belfast Office, delivering a high level of customer service. |
| **KEY RESPONSIBILITIES** |
| **Reception Administration Support** |
| To undertake reception duties, ensuring each customer approaching ASCERT receives a high level of customer service. |
| Liaising with the public, providing customers with accurate information and signposting to ASCERT services/ other service providers. |
| Preparation of rooms for events and facilitate room bookings for services. |
| Undertake regular ordering of goods and services for ASCERT, ensuring value for money. |
| Maintain accurate and timely purchasing records. |
| Maintain ASCERT IT resources, information resource and stationary supplies. |
| Provide cover for front of house duties if required |
| Support ASCERT health and safety processes. |
| **Services Administration Support** |
| Develop/maintain administrative systems for the effective management of information along with service managers and staff. |
| The collection and recording of services monitoring and evaluation information. |
| The day to day financial recording of service information. |
| Prepare and manage sessional invoices for service in conjunction with the service manager |
| Ensuring effective communication with ASCERT clients and customers. |
| Provide support function for the marketing and promotion of services. |
| Provide written reports to management as required. |
| The administration of service petty cash. |
| Maintain records of ASCERT services in ASCERTs information management system. |
| To record minutes of meetings as required. |
| Maintenance of client databases. |
| **To Carry out other responsibilities that may be required, as commensurate with the post.** |

This job information is not intended to be either restrictive or definitive. It is important to note that the responsibilities of the post may change to meet the evolving needs of the services that the charity provides

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| **PERSON SPECIFICATION** |
| **The following ESSENTIAL criteria must be clearly evidenced in section (1) in the application form. Failure to do so will result in a candidate not being selected for interview.****All essential criterial will be assessed at shortlisting stage.** |
| 1. Professional training:

 FOUR GCSE’s (or equivalent) at grade C or above, including Maths and English and ICT. |
| 1. Experience:

At least 1 year recent experience maintaining administrative systems in a busy reception post and busy office environment. |
| 1. Excellent IT Skills and use of Microsoft Office including Excel, Word, Outlook and Access.
 |
| **The following DESIRABLE criteria should be evidenced in section (2) in the application form.** **Some or all of the desirable criteria may be assessed at shortlisting stage.** |
| 1. 1 year experience providing administration support to client focussed health services and experience of working with online platforms such as Zoom and Teams.
 |
| 1. Experience of working in the voluntary or community sector in an administration role.
 |
| **The following Criteria will be assessed at interview stage only** |
| 1. Experience of dealing with the public and with confidential information.
 |
| 1. Excellent oral and written communication skills
 |
| 1. Excellent interpersonal skills and the ability to build and maintain effective internal and external working relationships
 |
| 1. Sound planning and organisational skills to work proactively with minimum supervision to achieve deadlines and objectives
 |
| 1. Empathy with ASCERT’s purpose and values
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 ***"Addressing alcohol and drug related issues: reducing harm and supporting positive change"***

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**Please complete this application form using black ink or type. All sections of the form must be completed and be legible. Non-completion of any section of the form may result in rejection of your application. A continuation sheet can be used unless otherwise stated. CVs are not accepted and will not be considered unless otherwise stated. If requested, application forms can be provided on disc or in large print. Applications received after the closing date and time will not be considered. Canvassing will disqualify.**

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| **Personal Details** |

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| --- | --- |
| Title: (Mr, Mrs, Ms, Miss, Dr etc) |  |
| Forenames: |  |
| Preferred Name: |  |
| Surname: |  |
| Home telephone number: |  |
| Mobile telephone number: |  |
| Preferred contact telephone number: |  |
| Email address: |  |
| Home address: |  |
| Home address continued: |  |
| Town: |  |
| County: |  |
| Postcode: |  |

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| **Current or most Recent Employment Details** |

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| **Current Employment** |
| Employer |  |
| Position Held |  | Reason for leaving: |  |
| Current Salary: |  | Notice period required: |  |
| Main Duties: |
| Dates of Employment | From: | To: |
| **Previous Employment (within the last 5 years**) please continue onto a separate sheet if needed and add your name at the top and position you are applying for |
| Employer |  |
| Position Held |  | Reason for leaving: |  |
| Current Salary: |  | Notice period required: |  |
| Main Duties: |
| Dates of Employment | From: | To: |

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| **Education - Please list subjects studied and grades awarded:****GCSE, A Level** **Professional or vocational qualifications** | **Type of Institution** |
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**Essential/Desirable Criteria**

As part of the application process you are required to provide specific examples of how you meet the criteria within the boxes below. The information you provide will be used for shortlisting so please answer the question as fully as possible. Failure to provide sufficient information/detail may mean that your application will not be shortlisted.

|  |
| --- |
| Please use this box to indicate the essential criteria from the Person Specification you hold relevant to this position |
| Section 1Please continue onto a separate sheet if needed and add your name at the top and position you are applying for |

|  |
| --- |
| Please use this box to indicate the desirable criteria from the Person Specification you hold relevant to this position |
| Section 2Please continue onto a separate sheet if needed and add your name at the top and position you are applying for |
| Please use the box indicate additional information not detailed previously within this application relevant to your suitability |
| Please continue onto a separate sheet if needed and add your name at the top and position you are applying for |

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| Do you have acurrent full driving licence (valid for use in the UK)?(This criteria will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by ASCERT, which will permit them to carry out the duties of the post) |
| **YES** 🞎 **NO** 🞎 |
| Please state the number of working days you have been absent from work due to illness in the last 2 years, the numbers of episodes this represents and the reason for any absences. |
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| **Disability** |

Please specify if you have a disability which requires any adjustments to be made in order to participate in the aptitude test/interview process, and/or to perform the duties of the post applied for, providing details of any adjustment/s required.

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The Disability Discrimination Act 1995 defines a person as having a disability if he or she has, or has had a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

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| **Restrictions on Employment** |

Are there any restrictions to you working in the UK?

Yes 🞎 No 🞎

If yes, please provide details and include expiry date of any Visas or work permits

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**General Information**

How did you hear about this vacancy:

Belfast Telegraph 🞎

Local Newspaper 🞎

Community NI website 🞎

NIJobs.com website 🞎

ASCERT social media 🞎

ASCERT Website 🞎

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| Other (please give detail): 🞎  |  |

**References**

Please note that we will only request referee details if you are successful for this post and any job offer will be subject to a successful reference check. At that point you will be asked to provide details of two referees and one **must** be from your current or most recent employer.

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| **Declaration** |

I hereby declare that:

1. The statements contained in this application are, to the best of my knowledge true and correct; I agree that any misrepresentation by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation or liability to the organisation other than for any services rendered;
* I understand that to take up this job I must have satisfactory references and will be subject to an Access NI check.
* I understand that I may be asked to show some formal identification and evidence of qualifications if required.
* I confirm that to the best of my knowledge there are no medical reasons which would stop me from carrying out the duties of this job.
* I agree to you making any necessary enquires during the recruitment and selection process.
* I understand that canvassing will disqualify me from the selection process for this job.

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| **Signature:** |  | **Date:** |  |

By signing and returning this application form you consent to ASCERT using and keeping information about you provided by you or by third parties, relating to your application or future employment. All information will be processed in accordance with the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) 2018

Please return 12.00pm on 18th May 2021 to:

Return of applications must be sent by email – recruitment@ascert.biz

Late or incomplete applications **will not** be accepted. Please note it is you responsibility to ensure you have the correct postage on your application.

**ASCERT Job Applicant Privacy Notice v1.6**

This Job Applicant Privacy Notice sets out what personal data we, ASCERT, will hold about you and how we collect and use it, during and after the recruitment process.

It applies to anyone who is applying to work for us.

Please note that we will not necessarily hold, use or share *all* of the types of personal data described in this Privacy Notice in relation to you. The specific types of data about you that we will hold, use and share will depend on the role for which you are applying, the nature of the recruitment process, how far you progress in the recruitment process and your individual circumstances.

We are required by data protection law to give you the information in this Privacy Notice. It is important that you read the Privacy Notice carefully. Should your application be successful, when you start work for us, we will provide you with another privacy notice that explains how we deal with your personal data whilst you are working for us.

ASCERT are registered as a data controller with the Information Commissioners Office and our registration number is ZA241457 and our registered address is: ASCERT, 23 Bridge St, Lisburn, BT28 1XZ.

ASCERT recognises the importance of privacy of personal information. We are responsible for the personal information we collect, use, maintain and disclose. We are therefore committed to protecting the security and privacy of this information. To ensure this accountability, we have developed a set of privacy statements, and have trained our staff about our policies and practices.

**Personal data** means any information relating to a living individual who can be identified (directly or indirectly) in particular by reference to an identifier (e.g. name, NI number, employee number, email address, physical features). It can be factual (e.g. contact details or date of birth), an opinion about an individual’s actions or behaviour, or information that may otherwise impact that individual in a personal or business capacity.

Data protection law divides personal data into two categories: ordinary personal data and special category data. Any personal data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health conditions, sexual life or sexual orientation, or biometric or genetic data that is used to identify an individual is known as **special category** data. (The rest is **ordinary personal data**).

**What type of ordinary personal data do we hold about you and why?**

At the initial stages of recruitment, we collect, hold and use the following types of ordinary personal data about you:

* Information contained in your application form/covering letter, including your name, title, contact details, employment history, experience, skills, qualifications/training (including educational, vocational, driving licences where appropriate),
* Publicly available information about you, such as your business social media presence
* Selection information, including correspondence, interview notes, internal notes, the results of any written or online selection tests

If you are shortlisted for a position, or you receive a conditional offer of employment, we may collect, hold and use the following additional types of ordinary personal data about you:

* Pre-employment check information, including references and verification of qualifications
* Right to work checks and related documents

We hold and use this personal data so that we can:

* process your application and correspond with you about it;
* assess whether you have the required skills, experience, qualifications and training for a role within the company;
* make informed recruitment decisions;
* verify information provided by you;
* check and demonstrate that you have the legal right to work in the UK;
* keep appropriate records of our recruitment process and decisions;

**What are our legal grounds for using your ordinary personal data?**

Data protection law specifies the legal grounds on which we can hold and use personal data.

We rely on one or more of the following legal grounds when we process your ordinary personal data:

* We need it to take steps at your request in order to enter into a contract with you (**entry into a contract**), because by applying for a job with us you are effectively asking us to enter into a contract with you [whether this is an employment contract, a contract for services or another type of contract].
* We need it to comply with a legal obligation (**legal obligation**), e.g. the obligation not to discriminate during our recruitment process, or the obligation not to employ someone who does not have the legal right to work in the UK.
* It is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (**legitimate interest**). For example, it is in our legitimate interests to review and consider your personal data (as listed above) so that we can select the most appropriate candidate for the job.

**What type of special category personal data do we hold about you, why, and on what legal grounds?**

We will only collect, hold and use limited types of special category data about you during the recruitment process, as described below.

Since special category data is usually more sensitive than ordinary personal data, we need to have an additional legal ground (as well as the legal grounds set out in the section on ordinary personal data, above) to collect, hold and use it. The additional legal grounds that we rely on to collect, hold and use your special category data are explained below for each type of special category data.

At the initial stages of recruitment, we collect, hold and use the following special category data about you:

**Equal opportunities monitoring**

Equal opportunities monitoring data which could include information about your race or ethnicity, religious beliefs, sexual orientation or health. We use this information to report and monitor equality of opportunity and diversity in our recruitment process. Our additional legal ground for using this information is that it is necessary in the public interest for the purposes of equal opportunities monitoring and is in line with our Data Protection Policy.

**Adjustments for disability/medical conditions**

Information relevant to any request by you for adjustments to the recruitment process as a result of an underlying medical condition or disability. We use this information to enable us to carry out a fair, non-discriminatory recruitment process by considering/making reasonable adjustments to our process as appropriate. Our additional legal ground for using this information is that we need it to comply with a legal obligation/exercise a legal right in relation to employment – namely, the obligations not to discriminate, and to make reasonable adjustments to accommodate a disability – and such use is in line with our Data Protection Policy.

If you are shortlisted for a position, or you receive a conditional offer of employment, we may collect, hold and use the following additional types of special category personal data about you:

**Pre-employment health questionnaires/medicals**

We collect information about your health in a pre-employment medical questionnaire and/or examination, as well as any information about underlying medical conditions and adjustments that you have brought to our attention. We use this information to assess whether you are fit to do the job with adjustments, to consider/arrange suitable adjustments and to comply with health and safety requirements. Our additional legal grounds for using this information are that: we need it to comply with a legal obligation/exercise a legal right in relation to employment – namely, the obligation to make reasonable adjustments to accommodate a disability – and such use is in line with our Data Protection Policy; and it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.]

**Criminal records information-Access NI checks**

We may request criminal records checks from Access NI. We use this information to assess your suitability for the role and verify information provided by you. Our additional legal ground for using this information is thatyou have given us your explicit consent to do so.

**How do we collect your personal data?**

You provide us with most of the personal data about you that we hold and use, for example in your written application, by completing any assessments and during any interviews.

Some of the personal data we hold and use about you is generated from internal sources during the recruitment process. For example, [the person interviewing you may score your suitability for the role and we record the reasons for decisions made about whether or not your application is successful.]

Some of the personal data about you that we hold and use may come from external sources. For example, a recruitment agency provides us with a shortlist of candidates. If we offer you a role, we will carry out pre-employment checks, such as taking up references from past employers or education providers. We may ask an occupational health professional to report to us on your fitness to do the job. We may seek a criminal record check from Access NI. In some circumstances, we may ask the Home Office for information about your immigration status to verify your right to work in the UK. For some roles, we may also obtain information about you from publicly available sources, such as your LinkedIn profile or other media sources.

**Who do we share your personal data with?**

**Medical/occupational health professionals**

We may share information relevant to any request by you for adjustments to the recruitment process as a result of an underlying medical condition or disability with medical/occupational health professionals to enable us to identify what, if any, adjustments are needed in the recruitment process and, if you are successful, once you start work. We may also share details of disclosed medical conditions and/or answers to pre-employment health questionnaires with medical/occupational health professionals to seek a medical report about you to enable us to assess your fitness for the job and whether any adjustments are needed once you start work. This information may also be used by the medical/occupational health professionals to carry out assessments required by health and safety legislation. Our legal grounds for sharing this personal data are that: it is necessary for entry into a contract; it is in our legitimate interests to consider adjustments to enable Job Applicants to participate fully in the recruitment process and to assess the fitness for work of Job Applicants to whom we have offered jobs; and it is necessary to comply with our legal obligations/exercise legal rights in the field of employment (obligations not to discriminate, to make reasonable adjustments, to comply with health and safety requirements).

**Legal/professional advisers**

We share any of your personal data that is relevant, where appropriate, with our legal and other professional advisers, in order to obtain legal or other professional advice about matters related to you or in the course of dealing with legal disputes with you or other Job Applicants. Our legal grounds for sharing this personal data are that: it is in our legitimate interests to seek advice to clarify our rights/obligations and appropriately defend ourselves from potential claims; it is necessary to comply with our legal obligations/exercise legal rights in the field of employment; and it is necessary to establish, exercise or defend legal claims.

**Home Office**

We may share your right to work documentation with the Home Office, where necessary, to enable us to verify your right to work in the UK. Our legal ground for sharing this personal data is to comply with our legal obligation not to employ someone who does not have the right to work in the UK.

**Consequences of not providing personal data**

We only ask you to provide personal data that we need to enable us to make a decision about whether or not to offer you a role. If you do not provide particular information to us, then we will have to make a decision on whether or not to offer you a role without that information, which in some cases could result in us deciding not to recruit you. If you do not provide us with names of referees or a reference when asked, we will not usually be able to offer you the role. In addition, some of the personal data you provide to us is required by law. For example, if you do not provide us with the documentation we need to check your right to work in the UK, then we cannot by law employ you.

If you choose not to provide us with personal data requested, we will tell you about the implications of any such decision at the relevant time.

**How long will we keep your personal data?**

We will keep your personal data throughout the recruitment process.

If your application is successful, when you start work for us you will be issued with an Employee Privacy Notice which will include information about what personal data we keep from the recruitment process and how long we keep your personal data whilst you are working for us and after you have left.

We retain your personal information as per ASCERTs data retention policy and data processing register which is guided by requirements related to law and professional regulations. Your information will be stored in ASCERT offices. We destroy paper files containing personal information by shredding. We destroy electronic information by deleting it and, when the hardware is discarded, we ensure that the hard drive is physically destroyed.

We will not keep your personal data for longer than we need it for our legitimate purposes.

We take into account the following criteria when determining the appropriate retention period for Employees’ personal data:

* the amount, nature, and sensitivity of the personal data
* the risk of harm from unauthorised use or disclosure
* the purposes for which we process your personal data and how long we need the particular data to achieve these purposes
* how long the personal data is likely to remain accurate and up-to-date
* for how long the personal data might be relevant to possible future legal claims
* any applicable legal, accounting, reporting or regulatory requirements that specify how long certain records must be kept

In all cases, we will not keep your personal data for longer than we need it for our legitimate purposes.

**References**

If you give us details of referees, we require you to inform them what personal data of theirs you are giving to us. You must also give them our contact details and let them know that they should contact us if they have any queries about how we will use their personal data.

**Where do we store your information?**

For technical reasons we may, on occasion decide to use the services of a supplier outside the European Economic Area (EEA), which means that your personal information is transferred, processed and stored outside the EEA**.**
By submitting your personal data, you agree to this transfer, storing and processing at a location outside the European Economic Area.

At ASCERT we have taken all steps reasonably necessary to make sure that your data is treated securely and in accordance with this privacy statement. We have done our best to protect your personal data, and ensured that it will be held in compliance with European data protection regulations.

**Your rights**

You have a number of legal rights relating to your personal data, which are outlined here:

* **The right to make a subject access request.** This enables you to receive certain information about how we use your data, as well as to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
* **The right to request that we correct incomplete or inaccurate** personal data that we hold about you.
* **The right to request that we delete or remove** personal data that we hold about you where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
* **The right to object to our processing** your personal data where we are relying on our legitimate interest (or those of a third party), where we cannot show a compelling reason to continue the processing
* **The right to request that we restrict our processing** of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
* **The right to withdraw your consent to us using your personal data**. As described above, we do not normally rely on your consent as the legal ground for using your personal data. However, if we *are* relying on your consent as the legal ground for using any of your personal data and you withdraw your consent, you also have the right to request that we delete or remove that data, if we do not have another good reason to continue using it.
* **The right to request that we transfer** your personal data to another party, in respect of data that you have provided where our legal ground for using the data is that it is necessary for the performance of a contract or that you have consented to us using it (this is known as the right to “data portability”).

**Further contact information**

In an attempt to ensure this privacy statement is clear and concise, it does not provide exhaustive detail of every aspect of how we collect or use your personal data. If you require further information please contact our information officer at:

Information Officer, ASCERT, 23 Bridge Street, Lisburn, N.Ireland, BT28 1XZ

Email dataprotection@ascert.biz Tel: 0800 2545 123

Our Information Officer will attempt to answer any questions or concerns.

**I hereby acknowledge that I have read ASCERT’s Privacy Statement (Version 1.6) and understand and agree the data ASCERT gather and hold my personal information in accordance with the Data Protection Act (1998) and the General Data Protection Regulations (2018).**

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| **SIGNED:** |
| **PRINT NAME:** | **DATE:** |

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| **DISCLOSURE OF CRIMINAL CONVICTIONS** |

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| **Post: INTERVENTION Services Administrator** | **Applicant Ref: IAD-03/21** |
| **Closing Date: 18th May 2021 – 12pm**  |

ASCERT is committed to appointing the best person for the job and to ensuring an equal opportunity, non-discriminatory working environment. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post.

Below you are asked to disclose any criminal convictions **including** those which are considered ‘spent’ under the Rehabilitation of Offenders (NI) Order 1978. Under this legislation ASCERT is considered an excepted employer due to the nature of its work with children, young people and vulnerable adults, and as such all criminal convictions may never by regarded as spent and must be disclosed when applying for a post. Having convictions will not necessarily debar your application from being considered.

**If you do not complete this form we will not accept your application.**

Please tick box as appropriate:-

I confirm that I have no convictions to declare. 🞎

I confirm that I have convictions as detailed below. 🞎

|  |  |  |
| --- | --- | --- |
| **Date of Conviction** | **Offence** | **Sentence** |
|  |  |  |

Please provide any other information you feel may be of relevance such as:

* + - * The circumstances of the offence
* A comment on the sentence received
* Any relevant developments in your situation since then
* Whether or not you feel the conviction has relevance to this post

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Please continue on a separate sheet if necessary.

Are you currently the subject of an investigation or do you have prosecutions pending?

Yes 🞎

No 🞎

If yes, please provide more detail:

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I declare that the answers above are complete and correct to the best of my knowledge.

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| **Signature:** |  | **Date:** |  |

**Information on the Rehabilitation of Offenders (NI) Order 1978**

The Rehabilitation of Offenders (Exceptions) Order (NI) 1979 (amended by 1987, 2001 and 2003 Orders)

**‘Excepted Posts’**

A range of occupations are exempted from the legislation relating to ‘spent’ convictions. For these posts, applicants **MUST** disclose information on both “spent” **AND** “unspent” convictions. The list of posts is extensive and can be summarised as follows:

* WORK THAT INVOLVES CONTACT WITH CHILDREN OR YOUNG PEOPLE OR VULNERABLE ADULT GROUPS – e.g. provision of health care or social services, work with children such as youth work, education, or with adults with learning disabilities, mental illness, the elderly.
* PROFESSIONS THAT ARE REGULATED BY LAW - e.g. medical practitioner, nurse, chemist, optician, accountant, manager of an insurance company.
* POSTS INVOLVING NATIONAL SECURITY e.g. security personnel or senior civil service posts.
* POSTS CONCERNED WITH ADMINISTRATION OF JUSTICE e.g. police officers, solicitors, probation officers, traffic wardens, judges, prison officers.

Any post within ASCERT can involve contact with children, young people or vulnerable adults, therefore all posts are subject to an enhanced Access NI check. **You are required to disclose all convictions on the form above**.

For confidential advice or information please contact NIACRO’s Employment Advice Line on
Tel: 028 9032 0157.

**ASCERT Policy on the recruitment of ex-offenders**

**Policy Statement**

1. ASCERT complies fully with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by AccessNI under Part V of the Police Act 1997, for the purposes of assessing Applicant’s suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed. A copy of the code of practice is available to download on the AccessNI website<http://www.nidirect.gov.uk/accessni>.

2. This policy is made available to all Disclosure applicants at the outset of the recruitment process.

3. ASCERT are committed to equality of opportunity (see separate Equal Opportunities Policy) to following practices, and to providing a service which is free from unfair and unlawful discrimination\*. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability political opinion or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.

 4. ASCERT actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on those who meet the required standard of skills, qualifications and experience as outlined in the essential and desirable criteria.

5. We will request an AccessNI Disclosure only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position and having considered the relevant legislation which determines whether or not a Standard or Enhanced Disclosure is available to the position in question. Where an AccessNI Disclosure is deemed necessary for a post or position, all applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that ASCERT will request the individual being offered the position to undergo an appropriate AccessNI Disclosure check .

6. In line with the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979 (as amended in 2014), ASCERT will only ask about convictions which are defined as “not protected” for the purposes of obtaining a Standard or Enhanced disclosure.

7. We undertake to ensure an open and measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned e.g. the individual is applying for a driving job but has a criminal history of driving offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of employment.

8. ASCERT may consider discussing any matter revealed in a Disclosure Certificate. We are only able to discuss what is contained on a Disclosure Certificate, and not what may have been sent under separate cover by the Police, with the subject of that Disclosure before considering withdrawing a conditional offer of employment.

9. We ensure that all those in ASCERT who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders (Northern Ireland) Order 1978).

10. We undertake to make every subject of an AccessNI Disclosure aware of the existence of the Code of Practice, and to make a copy available on request. HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH ASCERT. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES OR OTHER INFORMATION CONTAINED ON A DISCLOSURE CERTIFICATE OR PROVIDED DIRECTLY TO US BY THE POLICE. \*We are only able to discuss what is contained on a Disclosure Certificate and not what may have been sent under separate cover by the Police.

**ASCERT Security Policy**

In seeking to ensure compliance with the AccessNI Code of Practice, ASCERT implements the following steps when handling and storing Disclosure information. ASCERT will ensure that:

1. Disclosure information is not passed to persons who are not authorised to receive it under section 124 of Part V of the Police Act;
2. Disclosure information is available only to those in the organisation who need to have access in the course of their duties;
3. it will not retain Disclosure certificates for longer than is required for the particular purpose. This will be no longer than six months after the date on which recruitment or other relevant decisions have been taken; or after the date on which any dispute about the accuracy of the Disclosure information has been resolved. This period will only be exceeded in very exceptional circumstances which justify retention for a longer period;
4. all sensitive and personal Disclosure information is stored when not in use in a locked and non-portable container in a secure environment;
5. it co-operates with AccessNI to undertake assurance checks as to the proper use and safekeeping of Disclosure information; and
6. it reports to AccessNI any suspected malpractice in relation to this policy or any suspected offence concerning the handling or storage of Disclosure information.

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| **EQUAL OPPORTUNITY MONITORING FORM** |

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| **Post: INTERVENTION Services Administrator** | **Applicant Ref: IAD-03/21** |
| **Closing Date: 18th May 2021 12pm**  |

**STRICTLY CONFIDENTIAL**

ASCERT is an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons regardless of their religious belief; political opinion; sex; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

We do not discriminate against our job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

In this questionnaire we will ask you to provide us with some personal information about yourself. We are doing this for two reasons. Firstly, we are doing this to demonstrate our commitment to promoting equality of opportunity in employment. The information that you provide us will assist us to measure the effectiveness of our equal opportunity policies and to develop affirmative or positive action policies. Secondly, we also monitor the community background and sex of our job applicants and employees in order to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998.*

**You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so.**

Nevertheless, we encourage you to answer the questions below. Your identity will be kept anonymous and your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any unlawful decisions affecting you, whether in a recruitment exercise or during the course of any employment with us. To protect your privacy, you should not write your name on this questionnaire. The form will carry a unique identification number and only our Monitoring Officer will be able to match this to your name.

You are permitted to detach this form and return it separately from the Application Form via email/post. If you have not done so, our Human Resources Co-ordinator will detach it on your behalf upon receipt of your application prior to shortlisting.

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| **1: PERSONAL DETAILS** **GENDER:** ☐ Male ☐ Female  |
| **2: RELIGIOUS AFFILIATION/COMMUNITY BACKGROUND**Please indicate your perceived religious affiliation/community background by ticking one of the boxes below:□ Protestant □ Roman Catholic □ Neither*If you do not answer the above question, or if you tick the “not a member of either” box, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.* |
| **NOTE: If you answer the above questions about Community Background and Sex, you are obliged to do so truthfully, as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.** |
| **5: DISABILITY***The Disability Discrimination Act 1995 defines a person as having a disability if he or she has, or has had a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.*(i) Do you have a Disability? YES ☐ NO ☐ (ii) If yes, please indicate the type of impairment which applies to you by ticking the appropriate box(es). You may indicate more than one impairment. If none of the categories apply, please mark other and specify the type of impairment.☐ Physical impairment, such as difficulty using your arms or mobility issues which means using a wheelchair or crutches☐ Sensory impairment, such as being blind/having a serious visual impairment or being deaf/having a serious hearing impairment☐ Mental health condition, such as depression or schizophrenia☐ Learning disability/difficulty, (such as Down’s syndrome or dyslexia) or cognitive impairment (such as autistic spectrum disorder)☐ Long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, epilepsy☐ Other (please specify): (iii) If you have a disability, are there any practical steps which ASCERT might consider taking which would assist you in carrying out the duties of this post? (Continue on a separate sheet if necessary)

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| 1. Selection Process
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| 1. Duties
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| **6: ETHNIC GROUP***Race discrimination law outlaws discrimination (including harassment) in recruitment and employment on grounds of colour, race, nationality and ethnic or national origins.*Please indicate the ethnic group you consider you belong to:☐ White ☐ Black African ☐ Mixed Ethnic Group ☐ Chinese ☐ Bangladeshi ☐ Indian ☐ Pakistani ☐ Irish Traveller ☐ Black Caribbean ☐ Mixed Ethnic Group / Other Ethnic Group- please detail:

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| **7: NATIONALITY**

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| Please indicate your nationality: |  |  |

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Data Protection

By completing and returning this monitoring form you consent to ASCERT using and keeping information about you provided by you or by third parties, relating to your application or future employment. Such information may include details relating to your community background, ethnic origin or any disability. All information will be processed in accordance with the General Data Protection Regulations (GDPR) 2018 and the Data Protection Act 1998