

PRIVATE AND CONFIDENTIAL

**Resourcing Team**

**RSPCA**

**Wilberforce Way**

**Southwater**

**West Sussex**

**RH13 9RS**

**Telephone: 0300 123 0685**

**Email:** [**insp-application@rspca.org.uk**](mailto:insp-application@rspca.org.uk)

**Inspectorate Department**

**Application form**

**Please ensure you include your name and vacancy area below.**

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

**Please select the vacancy/vacancies you wish to be considered for:**

Please note you must live in or relocate to be within the boundaries of the area

|  |  |  |  |
| --- | --- | --- | --- |
|  | * **Stroud** Within Postcodes GL5, GL6, GL10, GL11 |  | **Ilford/Barking**  Within the area bordered by the A12 to the North, A13 to the  South, no further East than Dagenham, and no further West  than Plaistow (E13 p/code) or Forest Gate (E7 p/code |
|  | * **Cardiff**  South of M4 motorway, and within 5 miles of Cardiff Central Railway Station |  | **Dagenham/Hornchurch**  Within the area bordered by the A12 to the North, A13 to the South, no further East than Hornchurch, and no further West than Dagenham |
|  | * **Hemel Hempstead**  West of M1 motorway, North of M25 motorway, and  within 5 miles of the A414/A4147 road junction |  | **Camberwell/East Dulwich**  South of the River Thames, and within area bordered by  A205 South Circular Road - Includes Postcodes SE1, SE3,  SE4, SE5, SE7, SE8, SE10, SE11, SE13, SE14, SE15,  SE16, SE17, SE22, SE23 |
|  | * **Corby**  Within 5 miles of central Corby |  | **Faversham**  Within postcodes ME13.0, ME13.7, ME13.8, ME13.9, CT4.7, & CT4.8 |
|  | * **Finsbury Park/Wood Green**  Within Postcodes N2, N4, N5, N6, N7, N8, N10,  N15, N16, N17, N19, N22 |  | **Guildford**  Within Postcodes GU1, GU2, GU3, GU4, GU5, GU7, GU8 5,  GU8 6 |
|  | * **East London**  Within Postcodes E1, E2, E3, E5, E8, E9, E10, E14,  E15, N7, & N16 |  | **Southend-on-Sea**  Within Postcodes SS0, SS1, SS2, SS3, SS4, SS5, SS6,  SS7, SS9 |

**Instructions for completing your application form**



It is not possible to interview every candidate for the position of an RSPCA Inspector; therefore the application form is very important to shortlist candidates. **Please complete it carefully.**

The form is split into 10 sections. Each section must be completed fully and honestly.

The role of an RSPCA Inspector is demanding requiring many personal qualities and skills. The application form asks you to provide examples of these personal qualities and skills. Your answers will be scored against the job criteria to consider how well suited you are to the role.

**Completing this form by computer**

**Please use Arial font size 10.** You should fully complete the application and email it to:

[**insp-application@rspca.org.uk**](mailto:insp-application@rspca.org.uk)

**Completing this form by hand**

Please use **BLACK ink** and **BLOCK CAPITALS** for the personal details section.

**Please do not include your CV or any additional pages with this form.**

**Previous applicants**



If you have previously applied to the RSPCA, please complete the details below:

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ref no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stage reached: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ref no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stage reached: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| Deciding whether this is the right job for you. |
|  |
| **The role of an RSPCA Trainee Inspector has unique demands, many of which may be unexpected until  you gain first-hand knowledge of what is required. This causes a number of people to discover that  it is not a job that they want – but only after they have expended a great deal of time and energy during the application and training process. Enthusiasm alone is not sufficient. You are encouraged to review the Job Description, and details on our website, to ensure you are fully equipped with information about this role, prior to proceeding with your application:** |
| Summary of job description and key requirements |
|  |
| The role of an RSPCA Inspector can be hugely rewarding in terms of making a real difference to the well-being of animals and  in educating owners who care for them. However, it is also extremely demanding and specialised. Please consider the following information before continuing with your application.   * The emphasis of the job involves working with people as well as animals. Strong interpersonal skills are essential and you will require the temperament to cope with pressure and some extremely emotional and stressful situations. * **By applying for a vacancy you are accepting that you will be residing within the advertised area by the commencement of the training course, October 2019.** * The physical demands of the Trainee Inspector positions are intense. At times, you will work at heights, on and from ladders and roofs. You should expect to work in confined areas, e.g. cramped loft or roof spaces, to perform animal rescues and other duties. * The practical aspects of the work require the lifting, carrying and moving of equipment and animals. You should consider that dogs, for example, may weigh 30-40 kg, and sheep more than 70kg. You will find yourself subjected to intermittent, highly physical activity * On occasion, the position demands working on flat water, alongside tow-paths, sea cliffs, and from boats on tidal and flowing water. You should be satisfied that, although wearing a life-jacket or buoyancy-aid, you will not endanger your, or anyone else’s life, by your inability to swim whilst wearing outdoor clothing. You should be a strong swimmer and be able to confidently swim in flat water. Successful applicants will undergo a swimming assessment early in the training, following appointment; an inability to complete the assessment will result in the termination of employment. * The psychological demands are challenging. Inspectors work alone, in unfamiliar areas night and day, and manage aggressive, confrontational and emotionally disturbing situations. * You will regularly be required to work at weekends and evenings, and should carefully consider any interests or arrangements you may have that would be affected by working unsociable hours. * You must hold a full UK driving licence when you complete your application and be an experienced driver (Inspectors annually drive in excess of 25,000 business miles in a manual transmission van in both urban and rural conditions). An external assessor will measure your driving ability early in the course. An inability to pass the assessment will result in the termination of employment. * If you or your family or partner have any business or financial connection with animals, you are required to disclose it. You should notify the Learning & Development Department of any potential or perceived conflict with the Society’s policies or reputation. * You will work in a disciplined, structured environment with high standards of performance. You will wear a uniform and report to senior officers of the Inspectorate. You are expected to be punctual, and smartly presented. * There are circumstances when you will be required to euthanase animals. You will receive training to explain the ethics of these situations; however, if you believe either taking the decision to euthanase an animal and/or carrying out this task will be beyond you, you should not proceed with your application.   As part of the training, you will be assessed by a combination of practical and written assessments. A failure to meet the required pass mark in any assessment will result in the termination of employment. |

**Section 1 - Eligibility to work in the United Kingdom**



**In order to comply with legal requirements as part of our selection procedure, we ask all candidates who receive an invitation to selection interview, to bring with them original documents, proving their eligibility to work in the UK. If you are selected for an interview, you will be required to bring:**

* A passport or National Identity Card for the UK or European Economic Area

**or**

* A document giving your permanent National Insurance Number and name e.g. P45, P60, National Insurance Card

**and**

* A full UK Birth Certificate or documents issued by the Home Office confirming your right to remain in the UK

**or**

* A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom when produced in combination with an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.

**or**

* Passport or other travel documents endorsed to show that you can stay in the UK and can take employment in question.
* Home Office documents, if applicable \*

\*If you are not a British Citizen or a national of a country within the (Extended) European Union, we require evidence of your eligibility to work for us. This may come in the form of a letter from the Home Office, a Visa, or a stamp in your passport. If you have any queries in relation to this, please do not hesitate to contact the Learning & Development Department before you accept the offer of any interview.

**No offer of employment will be made until eligibility to work in the UK had been verified.**

Please initial this box to confirm that you are currently eligible for employment in the UK.

**In order to comply with the current legislation, any offer of employment will be subject to   
provision of documentation showing your entitlement to work in this country.**

Please state what documentation you can provide to demonstrate your entitlement to work in the UK (please see above list of suitable documents).

**Section 2 - Reasonable adjustments**



The RSPCA is willing to consider making reasonable adjustments on account of disability to enable you to fulfil the full duties demanded of the role.

Are you likely to require any adjustments for the recruitment process (including practical, non-physical assessments)? Yes No

If yes, please provide details:

**Section 3 – Ability to hold firearms**



On appointment it is an essential requirement that Inspectors and Trainee Inspectors hold a firearm certificate and an issued firearm. Following your appointment you will complete a Firearms Application Form 201. This document is independent of the RSPCA and will ask you searching questions to satisfy the Certificate issuing Police Force of your suitability to hold a firearm.

These questions will include areas around your health, e.g. epilepsy, depression and any history of alcohol or drug related conditions. Please note that these conditions will not necessarily preclude you from holding a firearm, however, it is an offence punishable by fine and/or imprisonment to knowingly or recklessly make a statement which is false in order to obtain a Firearm Certificate. In addition, you will be asked to declare any convictions, including those for any motoring offences.

To enable you to see the full document, the following link will take you to a police firearms web page:

<https://sussex.police.uk/services/firearms-licensing/>

**By proceeding with your application to the Inspectorate, you are agreeing that you are not aware of any reason why you would not be able to possess a Firearms Certificate.**

If, having given consideration to the foregoing, which is only a summary of the person specification, you decide this position   
might be suitable for you, you should fully complete the following application details and return the document to the RSPCA using the details shown on the front of this application form, preferably electronically, but hard copy will be accepted if received by the closing date.

**Section 4 – Personal details**



**Title (Mr/Mrs/Miss/Ms/Dr):** \_\_\_\_\_\_\_\_\_\_ **Other:** \_\_\_\_\_\_\_\_ **Surname:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Forenames:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Postcode:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home tel. no:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Home email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work tel. no (if convenient):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mobile no:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you ever been known by any other name?** **Yes** **No**

**If YES, please state:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References**



Please give the names and addresses of at least two employment references, one of whom should be your current or most recent employer. These should, if possible, cover a period of at least five years.

The Society reserves the right to contact your previous employer before an offer of employment has been made. Unless your permission is granted, your present employer will not be approached until an offer of employment has been made and you have left their employment.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Current/most recent employer** | **Previous employer** | **Previous employer** |
| **Name** |  |  |  |
| **Position** |  |  |  |
| **Organisation** |  |  |  |
| **Address** |  |  |  |
| **Postcode** |  |  |  |
| **Tel no.** |  |  |  |
| **Your position** |  |  |  |

**Section 5 – Education and training details**



Please start with your most recent qualification, working back through your education history.

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College/Other** | **Dates**  **From To** | | **Examinations gained and grades** |
|  |  |  |  |
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**Section 6 – Employment history**



Please start with your most recent employment, working back through your employment history.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates**  **From To** | | **Employer**  Name & address | **Position held**  Main duties | **Salary** | **Reason for leaving** |
|  |  |  |  |  |  |
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**Section 7 – Personal circumstances**



**This section is concerned with your circumstances or attitude in relation to some of the specific demands required either during training or from the job role. Please consider carefully each question and answer fully and accurately.**

|  |  |  |  |
| --- | --- | --- | --- |
| Question | Please tick | | |
| **Yes** | | **No** |
| 1. Inspectors and Trainee Inspectors are required to drive a van that has restricted view as part of their job.   Do you hold a full, current driving licence that allows you to drive in the UK, sufficient to drive a manual transmission van? |  | |  |
| If NO, please explain. | | | |
| **IF YOU DO NOT CURRENTLY HOLD A FULL DRIVING LICENCE THAT ALLOWS YOU TO DRIVE IN THE UK YOU WILL NOT BE ABLE TO PROCEED WITH YOUR APPLICATION.** | | | |
| 1. Have you ever been convicted of any motoring offence, or been subject to any fixed penalties? | **Yes** | **No** | |
|  |  | |
| If yes, please give details: | | | |
| 1. In order for you to become fully qualified, you must successfully complete all training units contained within a series of modules. Technical training modules run consecutively over a period of 16 weeks\* Accommodation will be provided during your training. This allows for centralised training, including workshops and tutorials at appropriate venues in England and Wales.   Are you able to attend all the training modules over this 16 week period?    \*To qualify as an RSPCA Inspector you will be required to complete additional work-based training units within 12 months of employment. | **Yes** | **No** | |
|  |  | |
| Any additional details: | | | |
| 1. Inspectors and Trainee Inspectors will be required to work unsocial hours.   Does this cause any problems for you? | **Yes** | **No** | |
|  |  | |
| Please outline your experience of working unsocial hours: | | | |
| 1. The Society’s health and safety requirements demand that you risk assess rescue situations. As part of your personal protective equipment, you will be provided with a life jacket/buoyancy aid for use while working near or in water. You should be satisfied as far as reasonably practicable your swimming ability is such that you will not endanger your own or anyone else’s life, by your inability to swim to safety in such conditions whilst wearing outdoor clothing.     Can you confidently swim in these conditions? | **Yes** | **No** | |
|  |  | |
| Any further comments: | | | |
| 1. Inspectors and Trainee Inspectors are forbidden to engage in, or have any connection with any practice that contravenes RSPCA policies. (Available on the website <https://www.rspca.org.uk/whatwedo/howwework/policies>).   Does this create any difficulties for you? | **Yes** | **No** | |
|  |  | |
| If yes, please explain your concerns below: | | | |
| 1. There will be times as an Inspector or Trainee Inspector that you will have to euthanase both sick/injured and healthy animals. You will receive comprehensive training on this aspect of the work, inclusive of ethics, theory and practical application. Euthanasia is emotionally challenging and you should think carefully about this.   Do you feel this is something you will be able to do? | **Yes** | **No** | |
|  |  | |
| Please explain any experiences you have of animal euthanasia that may be relevant and/or what evidence you have to support why you feel able to do this: | | | |
| 1. Inspectors and Trainee Inspectors will be trained and equipped to rescue animals in a variety of situations. The work can involve ladders against trees or at the roof level of properties. You will be called upon to work on cliff or quarry ledges.   You may be called upon to rescue animals in confined positions, for example roof spaces, under floors, from drains.    Please indicate whether you feel able to work at heights and in confined conditions? | **Yes** | **No** | |
|  |  | |
| Please provide examples of when you have operated at heights and confined conditions to explain why you feel these would not cause you any difficulty: | | | |

**Section 8 – Core Competencies**



This section focuses on the competencies required for the role. Each of these competencies is assessed at the application and selection interview stage. They form the basis of the core qualities and skills we look for in an Inspector and Trainee Inspector.

Please take your time to read through the questions and answer with an example of how you meet the competency from your own personal experience.

**The suggested format for setting out your answer is as follows:**

**Context: A brief description of the situation or example.**

**Action: The action you personally took. What was your contribution?**

**Result: Describe the outcome. What was positive and any learning points?**

**Communication**

Inspectors and Trainee Inspectors work with people, more than animals. You must be able to communicate effectively both verbally and in writing in order to resolve difficult situations; offer advice and education as well as progress matters through court where need be. You need to be able to use a style of language and communication that adapts to meet the needs of your audience.

Please provide an example of an occasion where you had to communicate an idea to an individual or group of people to persuade them around to your way of thinking.

Please provide an example of an occasion when you had to communicate a complex piece of information in writing/electronically.

Please provide an example or evidence when you have managed a hostile or confrontational situation.

**Planning and Organising Work**

RSPCA Inspectors are electronically tasked with work that they are required to perform alone, without immediate recourse to physical support or back up. The work is carried out both day and night, in rural and urban environments. Workload can be unpredictable and priorities can change quickly. Inspectors have to work on their own initiative and plan the use of their time effectively.

Please provide examples of when you have worked alone and/or evidence to support this element of your application.

Please provide examples and/or evidence of an occasion when you have had to work under pressure to meet a deadline whilst being flexible about changing priorities.

**Problem Solving**

When investigating complaints or assessing rescues Inspectors and Trainee Inspectors have to obtain information from all the available sources, analyse and interpret it and make effective decisions on how to proceed.

Please provide an example of a time when you have had to systematically gather information, check for inconsistencies, ensuring accuracy then make an informed decision.

Please provide an example of an occasion where you have taken responsibility for a project that went above and beyond what was expected of you.

Please provide evidence of occasions where you have worked in stressful conditions. Please indicate why they were stressful and what you did to manage or minimise your stress.

**Working relationships**

Inspectors and Trainee Inspectors are expected to work alone most of the time. There are occasions when you will need to work as part of a team. This could be with other colleagues or external partners. You will need to actively seek out good working relationships and promote a positive image for the organisation.

Please provide an example or evidence of an occasion where you have worked collaboratively to meet an objective.

Inspectors and Trainee Inspectors are a uniformed body of staff, operating within a disciplined rank structure. Part of maintaining the brand and positive image of the RSPCA includes upholding professional standards of dress and behaviour.

Please provide examples and/or evidence when you have maintained professional standards of dress and behaviour.

**Section 9 – Understanding the role of an RSPCA Inspector**



This is your opportunity to provide any details you feel are relevant. You must include:

* why you want to be an RSPCA Inspector,
* your perceptions of the role and
* how your experience, skills and abilities make you a suitable candidate.

Please tell us where you found out about this position (you may be asked to complete an equal opportunities monitoring form by us).



**Section 10 – Additional details**



Hobbies/pastimes:

Voluntary work:

**Firearms Act**



Trainee Inspectors are required to hold a valid firearms certificate and undergo extensive firearms training during the training course. The firearms certificate and training enable trainee Inspectors to use an RSPCA issued slaughter pistol during practical firearms training and field training.

You will be assessed for your suitability to hold a firearm certificate under Section 27 of the Firearms Act 1968 as amended. A Firearm Certificate will only be granted when the Police Force are satisfied the applicant is fit to be entrusted with a firearm and/or can have a firearm without being a danger to the public safety or to the peace. Police Forces will extend these conditions to other members of the household. Your Referees will be required to confirm the details you have provided in the application form, they may also be asked to comment on your relationships and domestic circumstances.

You will be required to give the police permission to contact your general practitioner and/or specialist to obtain factual details of any medical history in respect of the firearms application.

Section 21 of the Firearms Act 1968, as amended, sets out restrictions on the possession of firearms by certain categories of persons convicted of crimes. In short, persons who are sentenced to a term of imprisonment of three years or more are never allowed to possess firearms, and persons who are sentenced to a term of imprisonment, or a suspended sentence of three months or more but less than three years must not possess firearms until five years have passed since the date of release.

Consideration may also be given to any previous convictions or cautions and in particular, any conviction which involves the use of a firearm and, offences involving violence, or offences involving dishonesty or a disregard for public safety.

Failure to be granted a firearms certificate will preclude you from continuing as a Trainee Inspector.

**I have read and fully understood the above statements and I am unaware of any reason why I should be refused a Firearm Certificate.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |
| (Can be signed at interview if sending application by email.) | | | |



**Disclosure and Barring Service check**



|  |  |  |
| --- | --- | --- |
| This post is exempt from the Rehabilitation of Offenders Act 1974. Shortlisted candidates will be required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). You will therefore be asked to complete a Criminal Record Declaration Form as part of the Society’s pre-employment checks.  In addition to this, applicants should be aware that receipt of a Standard Disclosure from the Disclosure and Barring Service (DBS) deemed satisfactory by the Society is a condition of employment for this role. The Society complies with the DBS Code of Practice (available from <https://www.gov.uk/government/publications/dbs-code-of-practice>).  Due to the nature of the work, a conviction (or formal caution within the past ten years) for a number of criminal offences, may result in your application being unsuccessful. Such offences include violent crime, public order, corruption or dishonesty.  We are committed to creating a diverse workforce and welcome applications from all sections of the community, including ex-offenders. A person’s criminal record will not, in itself, prohibit that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they have applied.  All cases will be examined on an individual basis, taking the following into consideration:   * Whether the conviction is relevant to the position applied for. * The seriousness of any offence revealed. * The age of the applicant at the time of the offence(s). * The length of time since the offence(s) occurred. * Whether the applicant has a pattern of offending behaviour. * The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned. * Whether the application circumstances have changed since the offending behaviour.   Should the event arise the Society will seek to discuss any disclosures with you before making the decision to reject your application and/or withdraw a conditional offer of employment. | | |
| By initialling in this box you are confirming that you have not received any  such Cautions or Convictions that might cause your application to be rejected. |  |

**Rehabilitation of Offenders Act**



|  |  |  |  |
| --- | --- | --- | --- |
| This post is not protected by the Act. You will be required to declare details of all convictions and police cautions, including those regarded as ‘spent’ under the Rehabilitation of Offenders Act.  I have read and understood the above statement. | | | |
| Signed: | Date: |
| (Can be signed at interview if sending application by email) | | |

**Declaration**

****

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I |  | | | | Print your name in full | |
| understand that if I am appointed, information divulged in applications and forms for employment will be kept on files (both manual and electronic) for recruitment, monitoring and employment purposes. Information will be stored securely in line with the Data Protection Act and the Disclosure and Barring Service Code of Practice.  I understand that if I am offered employment I am required to complete a detailed Medical Questionnaire and will be required to attend a medical examination and fitness test.  I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading or that I have withheld relevant information, my application may be disqualified or, if I have already been approved, my contract of employment will be jeopardised and I may be dismissed.  I understand that, in the event of being shortlisted for interview, because of the nature of the duties of the post, I will be required to complete a confidential declaration of details of all criminal convictions and cautions. I understand, too, that a Standard Disclosure from the Disclosure and Barring Service will be sought in the event of a successful application.  I accept that the RSPCA is not obliged to give me reasons should they reject my application. | | | | | | |
| Signed: | |  | Date: |  | |
| (Can be signed at interview if sending application by email) | | | | | |

**Privacy Notice**

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As part of the application process, the RSPCA will collect personal information about you for the purposes of assessing whether you are suitable for the role that you have applied for. We are committed to ensuring that this is information is used only for the purpose you provided it to us.

We will ensure that your personal information is held securely and only for as long as it is legitimately required. Should your application be unsuccessful, your personal information will be securely destroyed after 12 months. If your application is successful, your personal data will be held in line with the privacy notice for employees, workers and contractors which will be provided to you as part of your induction process. During the recruitment process your details may be shared with third party providers in conjunction with our recruitment selection for activities (such as online assessments) and you will be notified in advance if you reach this selection stage whether a third party will be engaged.

You have the right at any time to withdraw your consent for us to process your personal information and, if you wish to withdraw your consent, please email [resourcingteam@rspca.org.uk](mailto:resourcingteam@rspca.org.uk) Once we have received notification that you have withdrawn your consent, we will no longer process your application and we will dispose of your personal data securely. You are also able to contact [resourcingteam@rspca.org.uk](mailto:resourcingteam@rspca.org.uk) to change your communication preferences. For more information about how the RSPCA collects, stores and processes personal data, please see our privacy policy on our website (<https://www.rspca.org.uk/utilities/privacy>) and you can read more about your information rights on the [Information Commissioner’s website](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/).