**CV Application requirements**

**ACCESS NI (Criminal Conviction Checks for Regulated Activity Posts)**

The successful applicant will be subject to an Enhanced Access NI check. The Access NI Code of Practice is available to applicants on request. Having a criminal record does not automatically prevent a person being employed by Nexus NI.

1. Do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Northern Ireland) Order 1978, as amended in 2014?”

**No/Yes**

More information can be found at: <https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/>

1. Is there any reason why you cannot work in a regulated activity?

**No/Yes**

If you are unsure what this is, please consult this website:<https://www.justice-ni.gov.uk/articles/disclosure-and-barring>

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| --- |
| If your answer is ‘Yes’ to the above questions, please provide detail. |

As per Access NI Code of Practice Nexus NI has a policy on the recruitment of Ex-offenders which is available on request by sending an email to [Recruitment@NexusNI.org](mailto:Recruitment@NexusNI.org)

All information disclosed will be handled in accordance with the Nexus NI policy on Keeping Information Safe which is available on request by sending an email to [Recruitment@NexusNI.org](mailto:Recruitment@NexusNI.org)

**Personal Declaration**

I declare that to the best of my knowledge the information given above is honest and accurate. I understand that any wilful misstatement or omission renders me liable to disqualification or, if appointed, to dismissal.

I understand that the appointment is subject to receipt of satisfactory references, the verification of qualifications or accreditations required for the post (as per the job specification) and relevant security check.

I hereby give consent for the information on this form to be collected, stored and processed in accordance with Nexus NI Privacy statement.

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

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

**Privacy Notice**

The data contained in your CV will only be used for the purpose of progressing this application for employment.

The sensitive personal data from your monitoring form will only be used to comply with the requirement of statutory legislation.

The company will not share any of the information provided in your application with any third parties for marketing purposes or store any of your information outside the European Economic Area. The information you provide will be held securely by us whether the information is in electronic or physical format.

We will use the contact details you provide to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for. You do not have to provide what we ask for however it might affect your application if you don’t.

We do not collect more information than we need to fulfil our stated purposes and will retain it for longer than is necessary.