



ACE FREELANCE TRAINER APPLICATION FORM

PERSONAL DETAILS:

Full Name:

Address:

Contact (day)

(eve)

(mobile)

(e-mail)

QUALIFICATIONS and MEMBERSHIP:

Please detail your academic or professional qualifications specific to Training Design and/or Delivery and also any membership's of Professional Bodies :

Qualification	Date

EXPERIENCE:

EMPLOYMENT/KNOWLEDGE

Please tell us about your employment history starting with your current/most recent employer, detailing relevant duties and responsibilities which will benefit you as a freelance trainer with ACE:

TRAINING EXPERIENCE

Please give details of your training experience to date. This would include the types of courses you have run, delegate numbers, amounts and duration, training audiences, etc.

PERSONAL STATEMENT:

Please tell us why you are applying to be a trainer for ACE Training, and how your experience will be of benefit

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COURSE LOCATIONS:

Please state areas of the country to which you would be willing to travel:

REFERENCES AND DECLARATION:

Please supply the name and address of two referees. These should not be relatives or purely personal friends. One reference should be from an organisation where you were responsible for delivering some courses. These references will be taken up after interview.

	1st Referee	2nd Referee
Name		
Job Title		
Organisation		
Address		
Telephone		
Email Address:		
Reference capacity		

I declare that the information given on this form is correct to the best of my knowledge. I consent to Shelter checking any information that I am unable to verify personally.

Signed: _____

Date: _____

**Please return the completed form to:
m.bygrave@cwcd.co.uk**



General Data Protection Regulations 2018 – Recruitment & Selection

Privacy Statement. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below and if you would like more information on a particular topic please contact ACE

Personal Data We Collect

We collect the following personal data relating to your Trainer application:

Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number)

Employment history

Qualifications

How We Use Personal Data

Your personal data will be used to process your Trainer application.

How Long We Will Hold Personal Data

Successful candidate's data will be held under the company's General Data Protection Policy.

Unsuccessful candidate's data will be held of a period of 6 months where upon it will be confidentially destroyed.

Reasons We Share Personal Data.

We will not normally share personal data with anyone else, but may do so where:

- There is an issue that puts the safety of our staff at risk
- We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud
- The apprehension or prosecution of offenders
In connection with legal proceedings
- Where the disclosure is required to satisfy our legal obligations

How We Protect Your Personal Data

We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

How to Access & Control Your Personal Data

Individuals have a right to make a 'subject access request' to gain access to personal information that the company holds about them. This includes:

- Confirmation that their personal data is being processed



ACE Credit Union Services

- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Other data protection rights of the individual: In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest
- Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
- Prevent processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

NOTE: Individuals should submit any request to exercise these rights to the DP team. If staff receive such a request, they must immediately forward it to the DP team.

Consent

I have read and consent to my personal data, as detail above, being held and utilised by ACE for the purposes stated.

Signed: Date: