

Recruitment Consent Form

As part of the recruitment process, we are required to ensure, and where successful, process the following:

- Eligibility to work in the UK
- Disclosure and Barring Service checks
- Driving Licence checks – where applicable
- Proof of Qualifications (Level 5 and above)

To facilitate this process, we request that you provide us with original proofs of the above documentation when you attend your interview. Therefore, we are requesting your consent to process the following items of your personal data:

Eligibility to work in the UK	Disclosure and Barring Service checks	Driving Licence checks – where applicable	Proof of Qualifications (Level 5 and above)
British Passport	Please provide 3 ID documents as detailed here	Driving Licence	Certificate
OR Birth certificate PLUS a letter or payslip containing National Insurance number		AND Licence check code	OR Transcript of results
OR further documents as listed here		AND Proof of Business Insurance	

Inspire North will only use this information in relation to the recruitment process.

The information you provide will be retained in accordance with our retention requirements. If you are successful in your application and are appointed to the role then this information will be used to facilitate your employment with Inspire North. If you are unsuccessful, then the information will be destroyed within 30 days of the appointment.

For further information on how Inspire North Processes your personal data, please refer to our privacy notice.

Please complete this form after you have read the privacy notice, and return to: people@inspirenorth.co.uk

There is no obligation for you to provide your consent to the processing of this information prior to being accepted for a role with Inspire North. However, should you be successful, this information will need to be supplied and will be processed under different conditions which will be outlined at the time an offer is made.

Please be aware that by not providing consent could potentially delay the onboarding process depending on how long you take to provide Inspire North with the required information.

You can:

- Print, complete, sign and return a scan, photo or hard copy of the form, OR
- Complete the form electronically and return it as an attachment from your email address.

If you have any questions about the recruitment process, please contact a member of the People Team at the people@inspirenorth.co.uk. Please do not forget to sign and date the form and retain a copy for your records.

Consent statement

I consent to the processing of my personal information as listed below:

Please list details of the original documents you are providing e.g. passport, driving licence, etc

I understand that:

- Inspire North will only use my personal data as outlined above for the purposes of recruitment activities.
- My information will only be retained for as long as required.
- My data protection rights are not affected by signing this consent.

I have read and understood the relevant privacy notice and the attached information.

Name:

Signature:

Date: