

Applicant Terms of Submission & Data Consent Policy

Last Updated: June 2026

Organisation: Môn Communities Forward ("Môn CF", "We", "Us", "Our")

Please read these terms carefully before submitting your application. By ticking the acceptance box and submitting your application for a vacancy through our platform, you agree to be bound by this policy.

1. Our Role as an Intermediary

Môn Communities Forward operates a recruitment programme designed to connect local job seekers with businesses advertising local vacancies.

- We act strictly as an introductory delivery partner.
- We do not employ the candidates listed on this platform, nor do we act as an employment agency operating temporary pipelines.
- Our service is funded to facilitate connections between local talent and local employers.

2. Accuracy and Honesty of Information Provided

By submitting your application, CV, or any supporting documentation, you explicitly declare that:

- All information provided is accurate, truthful, complete, and up to date.
- Your employment history, qualifications, certifications, and reference details are genuine.
- You understand that providing false, misleading, or plagiarised information may result in your immediate removal from our recruitment programme and could result in the withdrawal of any job offers made by the employer.

3. Data Sharing and UK GDPR Consent

To process your application, we must share your data with external organisations. By hitting "Submit", you acknowledge and agree that:

- **Employer Sharing:** We have your express permission to securely transfer your personal details, contact information, employment history, and CV to the specific hiring employer listing the vacancy.
- **Funding Compliance:** Your basic application data may be monitored or audited by our funding bodies strictly to verify placement metrics and programme performance. Your data will never be sold or used for unrelated marketing activities.

4. Limitation of Liability (No Control Over Employers)

While we strive to partner with reputable local businesses, Môn Communities Forward has no direct ownership or control over the independent employers advertising on our platform. Consequently, you agree that we accept no legal liability or responsibility for:

- **The Hiring Process:** The timeline, communication style, formatting, or outcome of the employer's shortlisting and decision-making process.
- **Interviews & Inductions:** The conduct, fairness, environment, or language used by the employer during interviews, trial shifts, or company induction pipelines.
- **Employment Terms:** The workplace health and safety compliance, contract terms, salary agreements, or day-to-day management implemented by the hiring business.

5. Vetting, Right-to-Work, and Criminal Disclosures

- **Vetting Responsibility:** The final legal responsibility to perform official background checks, reference verifications, and Right-to-Work in the UK checks rests solely with the hiring employer.
- **Criminal Records (DBS Checks):** We do not collect or store criminal conviction data at the initial application stage. If a specific vacancy legally requires a Disclosure and Barring Service (DBS) check (e.g. roles working with vulnerable adults or children), this will be explicitly detailed in the job description, and the formal check will be administered directly by the employer during their onboarding process.

6. Data Retention and Future Matching

We want to help you find sustainable local employment. Unless you ask us not to, we will securely retain your application details on our secure system for a period 12 months. During this time, our employment coordinators may reach out to you via email or phone to introduce you to *other* newly opening local vacancies that match your skill set.

You retain the right to opt out of future matching or request the complete deletion of your data at any time by emailing info@moncf.co.uk.