

# Application Form

Private & Confidential

PLEASE PRINT CLEARLY

## PLEASE PRINT CLEARLY IN BLACK INK

- Complete this form fully
- Answer all questions honestly and truthfully
- Read the declaration and Data Protection Act/GDPR consent
- Sign and date the form

### Post Applied For

Where did you hear about this vacancy?

When would you be available to start?

Would you work full time?

 Yes  No

If part time, state preferred days/hours

If offered this position will you continue to have any other employment?

 Yes  No

If yes please give details

Are you willing to travel, if required as part of your employment?

 Yes  No

Do you smoke?

 Yes  No

Have you ever previously worked for us?

 Yes  No

If yes when and in what capacity?

### Personal Details

Title

Forename(s)

Surname/Family Name

Home address

Postcode

Home telephone

Work telephone

National Insurance no.

Are you legally eligible for employment in the UK (see notes)?

 Yes  No

Do you have proof of eligibility to work in the UK?

 Yes  No

If so please give Work Permit number

Do you require a Work Permit to work in the UK?

 Yes  No

Are there any restrictions (restrictive covenants) from your current/previous employer which will affect your ability to work for the Company?

 Yes  No If yes, please provide details

**Note:** If you are invited to attend an interview, you must bring with you the following items of evidence of your eligibility to work in the UK, namely your passport, ID card or other relevant UK residence permit or, if none of these are available, two separate documents such as your full UK birth certificate and a document giving your National Insurance Number, such as a P45, P46, P60 or a pay slip. No offer of employment will be made unless such evidence has been produced.

**page 2**

Do you have a current clean driving licence?

Yes

No

Private car

HGV/Commercial

If HGV/Commercial, please give class and vehicle

If applicable, please give details of any driving offences currently under endorsement

Do you have any criminal convictions that are unspent under the Rehabilitation of Offenders Act 1974 and any subsequent amendment to this?

Yes

No

*(Please note: certain positions within the Company require individuals to be cleared by the Disclosure and Barring Service and if you are applying for one of these positions, you will be notified of this and will be required to complete and submit the necessary documentation if you are successful with your application.)*

Do you have any special requirements that will enable you to attend for an interview (e.g. wheelchair access)?

Yes

No

If yes, please give details

**Employment History** ▶

Please list below details of your present and past employment, starting with your most recent position. You may attach further sheets to the form if required.

Name & Address of present or most recent Employer

Tel No.  Type of business

Employment Period  Notice Period

Starting wage/salary  Leaving wage/salary  Full or Part Time

Temporary or Permanent  Job title

Describe your key duties and responsibilities

Reason for leaving/wishing to leave

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Name & Address of Employer

Tel No.  Type of business

Employment Period  Notice Period

Starting wage/salary  Leaving wage/salary  Full or Part Time

Temporary or Permanent  Job title

Describe your key duties and responsibilities

Reason for leaving

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Name & Address of Employer

Tel No.  Type of business

Employment Period  Notice Period

Starting wage/salary  Leaving wage/salary  Full or Part Time

Temporary or Permanent  Job title

Describe your key duties and responsibilities

Reason for leaving

Name & Address of Employer [ ]

Tel No. [ ] Type of business [ ]

Employment Period [ ] Notice Period [ ]

Starting wage/salary [ ] Leaving wage/salary [ ] Full or Part Time [ ]

Temporary or Permanent [ ] Job title [ ]

Describe your key duties and responsibilities

Reason for leaving

Please describe any other relevant work you have been involved in, eg. voluntary, freelance, project work, etc.

Dates/duration	Description

**Education, Qualifications and Training**

Please give details of your education, qualifications and training to date.

Organisation/Examination Body	Date obtained	Qualifications and grades obtained

**Skills and Experience** (Please use a separate sheet if necessary)

Outline your particular skills and experience gained in previous positions, or in activities outside of work that you feel are relevant to the post for which you are applying

**Reasons for Application** ▶

Please set out below the main reasons for your application for this post and what you believe you would bring to it

**Interests** ▶

Give details of any leisure interests or hobbies you have and the depth to which these are pursued which you feel support your application

**Any Other Relevant Information** ▶

Please give any further information which you think may assist us in considering your application

**References** ▶

Please provide details of two referees (not relatives), preferably previous employers whom we may contact with regard to your application.

Name	<input type="text"/>	Name	<input type="text"/>
Occupation	<input type="text"/>	Occupation	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Capacity known to you	<input type="text"/>	Capacity known to you	<input type="text"/>

Have you any objection to these references being obtained prior to interview?  Yes  No

**Declaration**

I declare to the best of my knowledge and belief, the details I have given on the form are correct and that any misrepresentation by me be sufficient grounds for my dismissal if I am employed.

I understand that the Company has the right to check on any experience, achievements, qualifications and skills claimed by me on this form or at interview and agree that such checks may be made by the Company.

I give permission for my referees as quoted above to be contacted and understand that any offer will be subject to receipt of satisfactory references, a probationary period and (if required) a satisfactory medical report or DBS check.

**Data Protection Act 2018 and General Data Protection Regulations 2018**

In accordance with its obligations under Data Protection Legislation, I understand that the Company needs to collect and use certain types of information about applicants in order to complete the recruitment process and in doing so, that it is collecting and processing the information for the purpose of achieving a legitimate interest. I have been provided with a copy of the Company's full Privacy Notice for Applicants and I have read and understood the contents of this notice.

I understand that the Company will retain the information for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) in accordance with the principals of the Data Protection Act 2018 and the General Data Protection Regulations.

If my application is not successful on this occasion, I have been advised that, subject to my consent, the Company may wish to retain my details on file for a period of up to 12-months and that I may be considered for other opportunities as they arise.

I consent to my application form being held on file for a period of up to 12-months to be considered for other posts as they may arise.  I do not consent to my application form being held on file if I am not successful with this application.

I understand that if I give my consent now, I may withdraw this at any time and if I do so, that you will appropriately dispose of my application form and any other information that is held about me.

Signed  Date 

DD	MM	YY
<input type="text"/>	<input type="text"/>	<input type="text"/>

**For Office Use Only**

Application form evaluated by  Date 

DD	MM	YY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Action		Date	DD	MM	YY				
1st stage	<b>INTERVIEW</b>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	or NOT SUCCESSFUL	<input type="text"/>	or HOLD	<input type="text"/>
2nd stage	<b>INTERVIEW</b>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	or NOT SUCCESSFUL	<input type="text"/>	or HOLD	<input type="text"/>
3rd stage	<b>JOB OFFER</b>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	or NOT SUCCESSFUL	<input type="text"/>	or HOLD	<input type="text"/>

### Job Applicant Privacy Notice (compliant with GDPR)

As part of any recruitment process, the company collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

#### What information do we collect?

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

We collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

#### Why do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you and we may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Company may keep your personal data on file in case there are future employment opportunities for which you may be suited. We

will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

#### Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you.

#### How do we protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by our employees in the proper performance of their duties.

#### For how long do we keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

#### Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please

Contact: \_\_\_\_\_

at: \_\_\_\_\_

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

#### What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Company during the recruitment process. However, if you do not provide the information, we may be unable to process your application properly or at all.