

Head Office & Operational Support Application Form



APPLICATION FOR EMPLOYMENT

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legitimate interests and legal obligation to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is at the bottom of this form.

PERSONAL INFORMATION (CONFIDENTIAL)

Position Title:	
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SECTION 1. PERSONAL DETAILS

Full Name:	
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Address:	
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Date of Birth:	
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SECTION 1.1 CONTACT DETAILS (Please tick preferred contact detail - calls to business numbers will be made discreetly)

Telephone Home:	Preferred
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Telephone Work:	Preferred
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Mobile:	Preferred
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E-mail Address:	Preferred
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SECTION 2. GENERAL

Do you hold a current UK driving licence?	Yes	No
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Please select the options that apply to your licence:	Full	Provisional	HGV	PCV
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Is your driving licence free of endorsements?	Yes	No
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Please give details of any points or driving convictions, including any pending convictions. (Any declarations are subject to the Rehabilitation of Offenders Act 1974 (as amended)).

Are there any adjustments that may be required to be made should you be invited for interview? If yes, please give details:

Please indicate two people who can provide references - one of whom should preferably be your present/most recent employer.			
Reference 1		Reference 2	
Name:		Name:	
Address:		Address:	
Telephone:		Telephone:	
E-mail Address:		E-mail Address:	
Occupation:		Occupation:	
Do you give us permission to take up my reference prior to an offer of employment being made?		Yes No	

SECTION 3. EMPLOYMENT HISTORY

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

Name and full address of employer Nature of business	Job Title(s)	Reasons for leaving and date of leaving

SECTION 4. EDUCATIONAL, TECHNICAL AND PROFESSIONAL QUALIFICATIONS

Please name any awarding institute or professional body in full and include attainment level specifying relevant grades or grade of membership.

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SECTION 5. PERSONAL DEVELOPMENT

Please include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable.

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SECTION 6. OTHER SKILLS

Languages spoken/written (please indicate degree of competence).

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Computer literacy (please specify software and level of competence).

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Do you have armed service/public duty commitments? (eg. are you a member of the TA/ a JP/a Councillor, etc.)	Yes No
If yes, please give details:	
7. OTHER INFORMATION	
How/where did you learn of this vacancy?	
Have you been referred by an existing colleague?	Yes No
If so, please identify which colleague referred you.	
Have you made an application to this organisation before?	Yes No
If yes, please give details:	
Are you currently eligible for employment in the UK?	Yes No
Please state what documentation you can provide to demonstrate this, eg British passport/full birth certificate/right to work share code/passport or travel document showing an authorisation to reside and work in the UK.	
Have you ever been convicted of a criminal offence?	Yes No
If yes, please give details. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.)	
DATA PROTECTION STATEMENT	
The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with any other information held by us. We may also use pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner.	

DECLARATION

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory.

Signed:		Date:	
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Job Applicant Privacy Notice

The Company is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. The Data we require is only to assess your job application and will include information provided by you via your CV and / or application form. If you are unsuccessful we will securely destroy your details immediately unless you have given us specific consent to retain for 3 months to match against future vacancies. Once 3 months has expired your application and all associated information will be securely destroyed. If your application is speculative your details will be securely destroyed immediately unless you provide express permission to hold the information for 3 months.