

## APPLICATION FOR EMPLOYMENT

### Privacy notice for job applicants

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_

Post code: \_\_\_\_\_ Country: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Are you a citizen of the EU or EEA? Yes/No

If not, do you have a valid work permit or another right to work in the UK? \_\_\_\_\_

### Education

Secondary School with dates: \_\_\_\_\_

Exams passed with grades \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

College/Univ. with dates: \_\_\_\_\_

Degree: \_\_\_\_\_

Postgrad/Other qualifications with dates: \_\_\_\_\_

Degree: \_\_\_\_\_

**Previous Employment (Begin with most recent position)*****Most recent***

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Nature of business: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ Position(s) held: \_\_\_\_\_

Ending salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

***Previous Employer***

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ Position(s) held: \_\_\_\_\_

Ending salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

***Previous Employer***

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Nature of Business: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ Position(s) Held: \_\_\_\_\_

Ending Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**References**

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

Who referred you to us? (advertisement, person or agency): \_\_\_\_\_

\_\_\_\_\_

Summarise your special skills or qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that my answers are true and complete to the best of my knowledge. I authorise you to make such investigations and inquiries of my personal, employment, educational, financial, or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application. In the event that I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**For Department Use Only**

Action: \_\_\_\_\_