**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

Please complete all sections as fully as possible, using the Job Description and Person Specification to outline your suitability for the role.

Please makes sure all gaps in employment history are documented and the reasons why.

**Personal details**

|  |  |
| --- | --- |
| Surname/ Family Name |  |
| First Name (s) |  |
| Address |  |
| Contact Number |  |
| Email Address |  |
| Do you hold a current Full UK driving licence?  Do you have any endorsements? | Yes / No / Automatics only (delete as appropriate)  Yes / No (If yes, please tell us here) |
| Position applied for? |  |
| Do you have a current Visa?  (If yes, which visa & what is the expiry date?) | Yes / No (delete as appropriate)  Visa type: Expiry date: |
| Will you require sponsorship?  (Pre-employment checks will be completed) | Yes / No  If yes, please provide details |

**Employment History (please list in chronological order with your most recent employment first)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Employer** | **Nature of Business** | **Dates employed from – to**  **Month/Year** | **Job Title** | **Rate of Pay** | **Reason for Leaving** |
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**Please continue on a separate sheet if necessary**

**Education & Training – Please list highest level qualification first**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School/ College/University** | **Name of qualification / Training** | **Level of Qualification** | **Date completed** | **Do you have evidence of achievement?** |
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**Information in Support of your Application – This section must be completed**

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| --- |
| Please use the person specification to guide you and include any skills and experience you have acquired that can support this application whether within the working environment or outside.  \*\* Please continue on separate sheet if necessary\*\* |

**References**

|  |  |
| --- | --- |
| Please give the names and addresses of two people to whom we can apply for a reference.  One of these **must** be your current employer if you have one, if not then your most recent employer. If you do not want us to contact them unless we offer you the position, please tick the box. | |
| Name  Position  Address  Email Address  Contact Number | Name  Position  Address  Email Address  Contact Number |

|  |
| --- |
| If we offered you the position, what is the earliest date you could start work for us? |

**Criminal Record**

|  |
| --- |
| Please list any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 1974.  If none state ‘none’. |

**Declaration**

|  |
| --- |
| I confirm that the information provided on this application form is accurate and correct. I understand that any untrue or misleading information will give my employer the right to terminate any employment contract offered to me. I consent to my details being processed and stored in respect of job vacancies.  Print Name: ……………………………………………………………………  Signed: ………………………………………………………………………….. Date: ………………………………………………. |

**APPLICATION FORM – GUIDANCE NOTES**

Please read the following notes to help you fill in the form correctly: -

|  |  |
| --- | --- |
| Personal Details: | Make sure that your name, address, telephone number and email are written in full and easy to read. |
| Driving Licence, Penalty Points: | Let us know if you hold a current driving licence and also if there are any current penalty points. |
| Position Applied for: | The full job title of the post you are interested in should be completed. |
| Education & Training: | List your formal qualifications, including grades where appropriate, where they were obtained and when they were awarded. This information may be necessary for us to assess whether you are fully qualified for the vacancy. Please make sure nothing has been omitted. |
| Employment History: | Starting with your current employer, list all the employers you have worked for, providing the job title, your grade and rates of pay, start and leaving dates and the reason you left. This information may be used to assess whether you meet the experience requirement for the vacancy. Please ensure that any gaps in employment are explained in full. |
| Information in support of your application: | This section is probably the most important part of your application, as you must make your case here for selection. Make sure you complete this in a concise, well organised and positive way. Do not repeat your career history - refer only to the relevant parts.  In considering your experience, remember all your previous work. Consider other relevant experience outside work, such as any community, voluntary or leisure activity you have been involved in. Remember that unpaid work or work at home is often just as valuable as being in a paid job.  Let us know any relevant views on the requirements specified in the job description and person specification in support of your application. |
| References: | Please give details of two referees including your current or most recent employer. NB: References will be taken up prior to interview unless otherwise requested. |
| When could you start work  for us: | Indicate the earliest date on which you could start work for us if the job is offered to you. |
| Criminal Record: | Employers are required to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure and Barring Service (DBS).  If the post for which you are applying requires a Disclosure and Barring Service check, you must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to ‘spent’ convictions do not apply.  If the post for which you are applying does not require a Criminal Records check, you are still required to answer this question, but you do NOT need to disclose convictions which under the Rehabilitation of Offenders Act 1974 are considered as ‘spent’. |

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

**What information does the Company collect?**

The Company collects 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 Company needs to make reasonable adjustments during the recruitment process.
* information about your entitlement to work in the UK; and
* equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Company may 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, including online tests.

The Company may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Company will seek information from third parties only once a job offer to you has been made and will inform you that it is 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 does the Company process personal data?**

The Company needs to process data to take steps at your request prior to entering a contract with you. It may also need to process your data to enter a contract with you.

In some cases, the Company needs to process data to ensure that it is complying with its legal obligations. For example, it is required 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 the Company to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Company may also need to process data from job applicants to respond to and defend against legal claims.

The Company may process information about whether applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Company processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Company is obliged to seek information about criminal convictions and offences. Where the Company seeks this information, it does so because it is necessary for it 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. The Company will ask for your consent before it keeps 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. This includes members of the recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Company will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Company will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Company will not transfer your data outside the European Economic Area.

**How does the Company protect data?**

The Company takes the security of your data seriously. It has 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 does the Company keep data?**

If your application for employment is unsuccessful, the Company will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow the Company to keep your personal data on file, the Company will hold your data on file for a further 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.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file 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 several rights. You can:

* access and obtain a copy of your data on request.
* require the Company to change incorrect or incomplete data.
* require the Company 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 Liz Black Operations Director: [liz@bradburyhouse.com](mailto:liz@bradburyhouse.com)

If you believe that the Company 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, the Company may not be able to process your application properly or at all.

**Automated decision-making**

Recruitment processes are not based solely on automated decision-making.