**APPLICATION FOR EMPLOYMENT**

***Please complete this document in your own handwriting by printing clearly in black ink.***

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check, which will reveal all cautions, reprimands, warnings and convictions that are subject to disclosure. In addition to completing this application form, you are required to provide us with details of all spent and unspent convictions that are subject to disclosure. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website.

Please send this information to us under separate, confidential cover. Remember to include your name, address and the position for which you are applying. We guarantee that the information you provide will be used fairly and will only be seen by those who need to see it as part of the recruitment process. A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences; however, failure to reveal this information could lead to the withdrawal of an offer of employment.

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| Surname |  | |  | Forenames |  | |
| Title |  | |
|  | | | | | | |
| Address |  | |  | Home 🕿 |  | |
| Mobile 🕿 |  | |
| Post Code |  | |  | Email |  | |
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| Please note, to enable us to comply with our obligations under the Immigration, Asylum and Nationality Act 2006, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time. | | | | | | |
| Do you have a full current driving licence? | | YES/NO | | | | |
| Is it free of endorsements? | | YES/NO (If NO, give details): | | | | |
|  | | | | | | |
| Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? YES/NO | | | | | | |
|  | | | | | | |
| National insurance no: | |  | | | | |
| Do you smoke? | | YES/NO | | | | |
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**EMPLOYMENT**

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| Position applied for | |  | |
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| If offered this position, will you continue to work in any other capacity? | | | YES/NO (If yes, please give details) |
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| On what date would you be available to commence this employment? | | |  |
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| |  |  |  | | --- | --- | --- | | **EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**  *Please list here any qualifications or periods of study that you believe to be relevant to this role.* | | | | Establishment | Dates attended | Qualifications achieved | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | | |
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| **EMPLOYMENT HISTORY** | | | | | |
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| Present/last Employer: |  | Date of employment from: |  | | |
| Address: |  | | | | |
| Starting salary: |  | Final salary: |  | | |
| Type of business: |  | Position held: |  | | |
| Describe the work undertaken: | | | | | |
| Reason for leaving: | | | | | |
| **Please give details of your previous employers, most recent first.** | | | | | |
| Employer: |  | Date of employment from: |  | To: |  |
| Address: |  | | | | |
| Starting salary: |  | Final salary: |  | | |
| Type of business: |  | Position held: |  | | |
| Describe the work undertaken: | | | | | |
| Reason for leaving: | | | | | |
| Employer: |  | Date of employment from: |  | To: |  |
| Address: |  | | | | |
| Starting salary: |  | Final salary: |  | | |
| Type of business: |  | Position held: |  | | |
| Describe the work undertaken: | | | | | |
| Reason for leaving: | | | | | |

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| --- | --- | --- | --- |
| References | | | |
|  | | | |
| Please give details of two referees (one of whom should be your present/last employer and not relatives). Contact will only be made with your authority. | | | |
| Name |  | Name |  |
| Occupation |  | Occupation |  |
| Address |  | Address |  |
|  | | | |
| Please outline the skills and competencies you have gained through paid employment and other work activities and interests which are relevant to your application for this job. | | | |

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| Please use this space to give any other information you feel is necessary to support your application including your reasons for applying. |
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| If your application is successful, you may be asked to consent to the information you have given in this form being verified. |
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| **Sign and date the declarations and authorisation below:**  *I declare that the information given by me, to the best of my knowledge, is true and complete.*  I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.  In accordance with the Data Protection Act 1998, I hereby authorise you to process the information contained in this application form for recruitment and selection purposes. | |
| Name (block capitals) |  |
| Date |  |
| Signed |  |

**Candidate Privacy Notice**

**Data controller:** Amanda Bairstow Consultants Ltd

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

**What information does Amanda Bairstow Consultants Ltd collect?**

Amanda Bairstow Consultants Ltd 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 Amanda Bairstow Consultants Ltd needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK.

Amanda Bairstow Consultants Ltd 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.

Amanda Bairstow Consultants Ltd 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. Amanda Bairstow Consultants Ltd 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 Amanda Bairstow Consultants Ltd process personal data?**

Amanda Bairstow Consultants Ltd needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, Amanda Bairstow Consultants Ltd 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.

Amanda Bairstow Consultants Ltd 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 Amanda Bairstow Consultants Ltd to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Amanda Bairstow Consultants Ltd may also need to process data from job applicants to respond to and defend against legal claims.

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

For some roles, Amanda Bairstow Consultants Ltd is obliged to seek information about criminal convictions and offences. Where Amanda Bairstow Consultants Ltd 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.

Amanda Bairstow Consultants Ltd will not use your data for any purpose other than the recruitment exercise for which you have applied.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and 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.

Amanda Bairstow Consultants Ltd will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Amanda Bairstow Consultants Ltd 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.

Amanda Bairstow Consultants Ltd will not transfer your data outside the European Economic Area.

**How does Amanda Bairstow Consultants Ltd protect data?**

Amanda Bairstow Consultants Ltd 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 Amanda Bairstow Consultants Ltd keep data?**

If your application for employment is unsuccessful, Amanda Bairstow Consultants Ltd will hold your data on file for one month after the end of the relevant recruitment process. 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 a number of rights. You can:

* access and obtain a copy of your data on request;
* require Amanda Bairstow Consultants Ltd to change incorrect or incomplete data;
* require Amanda Bairstow Consultants Ltd 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 Amanda Bairstow Consultants Ltd is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Amanda Bairstow on amandabaistow@abconsultantsltd.co.uk

If you believe that Amanda Bairstow Consultants Ltd 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 Amanda Bairstow Consultants Ltd during the recruitment process. However, if you do not provide the information, Amanda Bairstow Consultants Ltd 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.

As part of Amanda Bairstow Consultants Ltd recruitment process involves contacting a candidate’s current or previous employers and/or educational establishments to obtain a reference.

Please sign and print your name below to give your consent for this.

I hereby give Amanda Bairstow Consultants Ltd, my written consent to contact my current or previous employers and/or educational establishments for recruitment purposes.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_