

Application form for external applicants

Personal information (confidential)

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| **Application for employment** |
| Return this form to: Pave Aways Limited, Avenue Mill, Knockin, Oswestry, SY10 8HQ email jane.harvey@paveaways.co.uk  |
| Position applied for: |
| **Personal details**  |
| Title |  |
| Name |  |
| Address |  |
| Email |  |
| Telephone (landline) |  |
| Telephone (mobile) |  |
| National Insurance No. |  |
| Do you hold a current driving licence? | Yes |  | No |  |
| Details of endorsements (if none, please insert N/A) |
| Do you have a current right to work in the UK? | Yes |  | No |  |
| If no, please provide details |
| **Education** |
| Please provide your education history here |
| Schools/Colleges/University | Qualification gained |
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| **Employment history** |
| Name of employer(s) | Job title and main duties | Date of departure/reason for leaving |
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| Please note here any other employment that you would continue with, if you were to be successful in obtaining this role. |
| **Personal Statement**  |
| Please include any additional information, that is relevant for the position you are applying for. |
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| **References** |
| Please note here the names, company name (where applicable) and address of two persons from who we may obtain both work and character references. |
| 1. | 2. |
| Please note here any membership you hold or professional bodies, including grade of membership or other relevant details. |
| **Data protection statement** |
| All the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on the form, by the referees you have noted, and the educational institutions with whom we many 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 consent 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 times, 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 attached to this form.  |
| **Declaration** |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, DBS checks and Driving Licence checks. |
| **Signed Dated** |
| **You may use a separate sheet to include more information on any of the above questions if necessary.**  |
| **Office use only - Notes** |
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**Privacy notice**

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**When you submit your application, the following privacy notice applies:**

This privacy notice is about how your personally identifiable information will be managed from job application through to starting work. The information is needed to help recruit the best people, perform the necessary employment checks, arrange a contract of employment, get new recruits started in their work and fulfil legal/regulatory requirements. These are necessary steps prior to being able to establish, continue or vary a contract of employment.

During recruitment, the recruiters consider the information provided on the job application form and that provided for assessments and interviews.

As you get further through the process, employment checks may need to be performed such as identity, right-to-work (immigration), criminal records, professional registration, qualifications, references, occupational health and other checks. More information or documentation, such as proof of identity documents, may be needed from you. Only the necessary information is shared with organisations where they assist us with these checks and it is only for the purpose of performing those checks.

To get a recruit started in their work, induction training and some administrative requirements are completed. Some information will be requested from you at that time, such as bank details for your salary payments and emergency contact details in case you have an emergency at work. The information for those who have been recruited is entered into the employee management and records keeping systems that are used by the employer.

If you do not provide information as needed, this may hinder or prevent your application or employment.

Your information about your application, through to starting work is deleted once it is no longer regarded as necessary for the purpose for which it was collected. This is 399 days after the date the application was entered in this recruitment system or 199 days after your proposed/actual start date, whichever is the greater. This period allows obligations relating to lawful employment practices to be fulfilled such as statistical reporting and the defending of potential legal claims.

To make an enquiry, a request for your personal information held as part of this process, or to arrange for any mistakes to be corrected, you may contact the team who are handling your application. If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If you have a complaint, please contact us so that we can investigate. If you believe that the processing of your information is in breach of the General Data Protection Regulation then you also have the right to lodge a complaint with the GDPR supervisory authority in the EU Member State of your habitual residence, place of work or of the alleged infringement.

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