**APPLICATION FORM**

**Applicant Ref No:**

Please complete this form legibly and return it on or before the closing date specified in the advertisement.   
Late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. A Curriculum vitae will not be accepted. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

**POSITION APPLIED FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADVERT SEEN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Forenames: | Telephone number (Mobile): |
| Title: | Telephone number (Work): |
| Address: | Postcode: |
|  | Email Address: |

|  |  |  |
| --- | --- | --- |
| **Do you have the right to work in the UK?**  Note: the company will require proof of this right before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996 | **Yes** | **No** |

**2. EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Type of School (i.e. Grammar/ Secondary)** | **Examinations taken and Qualifications Gained (Specify Grades)** |
|  |  |  |  |

**3. FURTHER/HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name of Institution**  **(state if Full or Part Time)** | **Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)** |
|  |  |  |  |

**4. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

|  |  |  |
| --- | --- | --- |
| **Date Joined** | **Institute/Organisation** | **Grade Of Membership (Where appropriate)** |
|  |  |  |

**5. EMPLOYMENT RECORD** (Please list chronologically, starting with current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer** | **From: To:** | **Job Title:**  **Role and Responsibilities** | **Final Salary & Reason for Leaving** |
|  |  |  |  |
|  |  |  |  |
| **Name of Employer** | **From: To:** | **Job Title:**  **Role and Responsibilities** | **Final Salary & Reason for Leaving** |
|  |  |  |  |
|  |  |  |  |

**6. TRAINING**

|  |
| --- |
| **Details of training courses attended and awards achieved, including dates, if appropriate:** |
|  |

**7. ATTENDANCE RECORD**

|  |
| --- |
| Please details number of days and occasions of absence in the last 12 months |

**8. DISABILITY DISCRIMINATION ACT 1995**

|  |
| --- |
| If you require any special arrangements to be made to assist you if called for interview, please let us know in advance of the interview. |

**9. AVAILABILITY**

|  |
| --- |
| Are you prepared to work shifts which alternately involve early starts and late finishes? **Yes/No** |

**10. CRIMINAL CONVICTIONS**

|  |
| --- |
| This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974.  Do you have any unspent convictions? Yes  No   If yes, please provide details: |

**11. REFEREES**

Please give the details of two work related referees, including your current or most recent post. Referees will not be contacted without your prior approval.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Company: | Company: |
| Address:  Email Address:  Telephone No.: | Address:  Email Address:  Telephone No.: |
| Nature of Relationship: | Nature of Relationship: |
| Email Address: | Email Address: |

**11. VERIFICATION OF INFORMATION**

|  |
| --- |
| I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.  **Signature: Date:** |

**Please complete the separate monitoring form enclosed.**

**PRIVACY NOTICE FOR APPPLICANTS**

This Privacy Notice explains how Woodland Kitchens (NI) Ltd (‘we‘, ‘our’) handle and use information (both hard copy and electronic) it collects about you as job applicants. This Privacy Notice is effective from 29th  August 2019. This notice is non-contractual and can be amended at any time.

We are the “data controller”. This means that we are responsible for deciding how to hold and use personal information about you. Our address is 4 Portna Road, Rasharkin, Northern Ireland, BT44 8SX.

We will comply with the data protection principles set out in the law when handling your personal information.

Overall responsibility for monitoring compliance with data protection sits with the Managing Director.

1. **What type of information do we hold?**

* *“Personal data”*: this means any information about an individual from which that person can be identified. It does not include data where the individual’s identity has been removed (anonymous data).
* *“Special category data”:* this means data about an individual of a more sensitive nature and requires a higher level of protection.

1. **On what basis do we process your information?**

We will only use your personal information when permitted by the law. Most commonly, we will use your personal information in the following circumstances:

**(\*) = If you are successful, where we need to enter into an employment contract with you.**

**(\*\*) = Where we need it to comply with a legal obligation.**

**(\*\*\*) = Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. The legitimate interests of Woodland Kitchens (NI) Limited are to recruit the best candidate for any vacancy; and we believe that this is not incompatible with your rights and freedoms.**

We have indicated by asterisks in Section 3 below the purpose, or purposes, for which we process your personal information. Some of the grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

We may process ‘special categories’ of sensitive information in the following circumstances:

* In limited circumstances, with your explicit written consent;
* Where we need to carry out our legal obligations and in line with our data protection policy and health and safety obligations;
* Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards; and
* Where it is necessary to comply with employment law.

# What personal information about you is processed by us?

We process personal information, including:

* Name, title, address, marital status and contact details; (\* and \*\* and \*\*\*);
* Evidence of right to work (\*\*);
* Information relating to age and gender (\* and \*\*\*);
* Application form, CV and/or cover letter, education/job history, interview notes, references, pre-employment assessment, proof of qualifications (\* and \*\* and \*\*\*);
* Any correspondence relating to the outcome of the recruitment process (either successful or unsuccessful) (\*\* and \*\*\*); and
* CCTV footage captured when you visit our premises (\*\*\*).

# We may also collect, store and use the following ‘special categories’ of more sensitive personal information:

* Information relating to ethnic origin, race, religion, philosophical or moral beliefs, or your sexual life or sexual orientation and;
* Information on unspent criminal convictions.

# How is your information used by us?

We will use your personal information in the following ways (this list is not exhaustive):

* Ensuring that you have the right to work for us;
* Making a decision about your recruitment or appointment;
* Managing the recruitment process;
* Monitoring equality and diversity within Woodland Kitchens (NI) Ltd; and
* Ensuring compliance with legal requirements and obligations to third parties.

We typically collect personal information about applicants either directly from candidates or sometimes from an employment agency. We may sometimes collect additional information from publicly available sources, such as social media sites.

We will use your ‘special categories’ of sensitive personal information in the following ways (this list is not exhaustive):

* We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
* We will use information about your commission of criminal offences to determine your suitability for employment.

1. **What happens if you fail to provide personal information?**

Where the provision of your personal data is required for us to enter into an employment contract with you, or is a statutory requirement, (e.g. evidence of a right to work in the UK, FEC Annual returns, details of salary/benefits, national insurance number, health and safety of workers), refusal to provide this personal information will prevent us from being able to offer you employment.

1. **Will you be subject to automated decision making?**

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and have notified you.

1. **Who will your personal information be disclosed to?**

Your personal information will be accessed by authorised staff who need to have access to that information (i.e. the Recruiting manager, Occupational Health, HR Department).

1. **How long will we use your information for?**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected the personal information for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

1. **What are your rights relating to your personal information?**

Under certain circumstances, by law you have the right to:

* Request access to your personal information (commonly known as a “data subject access request”).
* Request correction of the personal information that we hold about you.
* Request the erasure of your personal information.
* Request the restriction of and objection to processing of your personal information.
* Request the transfer of your personal information to a third party.

In addition, in the limited circumstances where you may have provided your consent to the processing of your personal information, you have the right to withdraw your consent at any time. To withdraw your consent, please contact the HR Department, in writing.

Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request.

If you want to exercise any of the above rights, please contact the HR Department, in writing.

# Who can you contact if you have concerns about our use of your personal information?

You retain the right at all times to lodge a complaint about the management of your personal data with the Information Commissioner’s Office at <https://ico.org.uk/concerns//>

# *If you have any concerns or queries about our use of your personal data, please contact the HR Department.*

**Employee / Applicant Monitoring Questionnaire**

**Please complete and return in separate envelope marked Monitoring Questionnaire**

**MONITORING QUESTIONNAIRE Private & Confidential**

**Applicant Ref Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We are an Equal Opportunities Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998. You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Roman Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

**I am a member of the Protestant community**

**I am a member of the Roman Catholic community**

**I am a member of neither the Protestant nor Roman Catholic community**

**Please indicate whether you are: Female Male**

If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.

Section 1 of the Disability Discrimination Act describes a disabled person as a person with a ‘physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities’.

Using this definition, would you consider yourself to be disabled? Yes No

(please circle as appropriate)

Note: It is a criminal offence under the legislation for a person to **“give false information … in connection with the preparation of the monitoring return”.**