

## MARSLAND NASH ASSOCIATES LTD

Confidential Application Form for Employment

**NOTE:** If you are attaching a CV please only complete sections not covered by your CV.

PERSONAL DETAILS	
Surname	Forename(s)
Address	<u>Contact details</u> Telephone  Mobile Phone  Email Address
Post code	

EMPLOYMENT DETAILS		
Position applied for:	Office Location:  Section Void currently only Newton Abbot <small>Delete as applicable</small>	
Are you currently employed?  Yes <input type="checkbox"/> No <input type="checkbox"/>  <small>Tick as appropriate</small>	If Yes what is your contracted notice period?	What date would you be available to start work on?

WORK HISTORY 1 – Please start with your most recent appointment	
Name & Address of Employer	
Start Date Leaving Date	Rate of Pay
Job Title	Reason for leaving
Details of responsibilities & experience	

**WORK HISTORY 2**

Name &amp; Address of Employer

Start Date  
Leaving Date

Rate of Pay

Job Title

Reason for leaving

Details of responsibilities &amp; experience

**WORK HISTORY 3**

Name &amp; Address of Employer

Start Date  
Leaving Date

Rate of Pay

Job Title

Reason for leaving

Details of responsibilities &amp; experience

**PLEASE STATE THE REASONS FOR ANY GAPS IN YOUR EMPLOYMENT**

For additional employments please print further pages or use back of the form.

## EDUCATION

School/College/University	Qualification	Subject	Result

## REFERENCES

Please give the names and addresses of two people to whom we can apply for a reference. At least one, preferably both of these should be an employer.

<p>Name</p> <p>Position</p> <p>Address</p> <p>If as above please tick <input type="checkbox"/></p> <p>If you do not want us to contact them until a position is offered please tick: <input type="checkbox"/></p>	<p>Name</p> <p>Position</p> <p>Address</p> <p>If as above please tick <input type="checkbox"/></p> <p>If you do not want us to contact them until a position is offered please tick: <input type="checkbox"/></p>
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## DRIVING LICENCE

Candidates may be required to visit clients

Do you hold a current valid driving license (with no ban in force)?

Yes ☐

No ☐

**OTHER SKILLS/EXPERIENCE**

Please state any skills you have or courses you have attended relevant to the position you have applied for:

**COMPUTER/IT SKILLS**

Please list all computer software packages relevant to this application you are able to use, and to what capability level you consider yourself to be at for each package

Software Package Name	What does this software do	Considered Capability Level: Starter / Intermediate / Advanced
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## OTHER JOBS

Do you work for any other party, organisation, business or charitable organisation in a paid or voluntary capacity?

Yes ☐

No ☐

If yes, please provide details including which days you work and how many hours:

## HOBBIES & INTERESTS

Please provide details of your leisure interest & hobbies

## FUTURE ASPIRATIONS

Please provide details of your future career aspirations

## CRIMINAL RECORD

Do you have any criminal convictions except those 'spent' under the Rehabilitations of Offenders Act 1974?  
If 'Yes' please provide full details below

Yes ☐

None ☐

## PROFESSIONAL INDEMNITY CLAIM

Have you been involved in any previous Professional Indemnity claim or circumstance in the past?

If 'Yes' please provide full details below

Yes ☐

None ☐

## RIGHT TO WORK IN THE UK

Are you legally eligible for employment in the UK in accordance with current legislation?

(See notes below for further information)

Yes ☐

No ☐

UK employers must conduct a document check or online check to establish a prospective employee's right to work in the UK. If you are invited to attend an interview you must bring original documents that evidence of your right to work in the UK. Listed below are the documents most often used to evidence a permanent right to work in the UK.

- A passport showing the holder is a British citizen or a citizen of the UK.
- A passport or passport card showing that the holder is a national of the Republic of Ireland.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
- A birth or adoption certificate issued in the UK or a certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

If you have a right to work in the UK but do not have document that is listed, you will need to provide another document to evidence your right to work. A full list of other documents that can be used is at the following link:

<https://www.gov.uk/government/publications/right-to-work-checklist>

I can provide confirmation that I am legally entitled to work in the UK

Yes ☐

No ☐

## DATA PROTECTION AND PRIVACY NOTICE

I understand that the Marsland Nash Associates Limited will collect and process information relating to me in accordance with the Privacy Notice for Job Applicants which is annexed to this form and which I have read and understood.

Yes ☐

No ☐

## DECLARATION

I declare to the best of my knowledge and belief that the details I have given on this form are correct, and that any misrepresentation by me could be sufficient grounds from my dismissal if I am employed.

I understand that the company has the right to check on any experience, achievements, qualifications and skills claimed by me on this form or at interview, and agree that such checks may be made by the Marsland Nash Associates.

I give permission for my referees to be contacted and understand that any offer of employment made will be subject to receipt of satisfactory references, a probationary period and (if required) a satisfactory medical report.

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

Signed \_\_\_\_\_ Dated \_\_\_\_\_

# DATA PROTECTION PRIVACY NOTICE FOR JOB APPLICANTS

## 1. WHAT IS THE PURPOSE OF THIS DOCUMENT?

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

## 2. WHO COLLECTS THE INFORMATION?

Marsland Nash Associates Limited is a 'data controller' and gathers and uses certain information about you.

## 3. DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

## 4. THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, either using the form or via our website.
- Any information you provide to us during an interview.
- Any publicly available information, such information available from social media sites.
- The information provided to us from one of the references you have provided us with.

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

- Information about your race or ethnicity.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

## 5. HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about candidates from the following sources:

- You, the job applicant.
- Your education providers.
- Relevant professional bodies.
- Your named referees.
- Publicly available information on the Internet.
- The recruitment agency who introduced you to us.
- The Home Office in respect of your right to work in the United Kingdom.
- Third-party electronic identification service providers (see below).

## 6. HOW WE WILL USE INFORMATION ABOUT YOU

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.
- Check that you are eligible to work in the United Kingdom.
- Decide whether to enter into a contract of employment with you.
- Enter into a contract of employment with you.

Having received your application form or CV, and covering letter, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references before confirming your appointment.

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone to that role.

### If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

### How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your health and disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during the interview.

- 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.

#### Information about criminal convictions

We will collect information about your criminal convictions history if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). We are entitled to collect this information in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

#### Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

#### Electronic Identification Verification

To comply with regulatory guidelines and best practice, we require an all prospective employees of the company identity to be confirmed using a third-party identification verification service, such as the one provided by "Veriphy". This identification service will leave a "soft print" on the persons credit record but their credit score should NOT be affected.

### **7. DATA SHARING**

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

### **8. DATA SECURITY**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **9. DATA RETENTION**

We will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you to role. Your personal information is retained for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

### **10. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

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

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our Data Privacy Manager in writing.

### **11. DATA PRIVACY MANAGER**

We have appointed a Data Privacy Manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Privacy Manager. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.