

# Holdsworth

## FOODS

### APPLICATION FOR EMPLOYMENT

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

How did you find out about this vacancy? \_\_\_\_\_

<b>Surname</b>		<b>Forename(s)</b>	
<b>Title</b>		<b>Date of birth (Optional)</b>	
<b>Address</b>		<b>National Insurance No.</b>	
<b>Postcode</b>		<b>Home ☎</b>	
		<b>Mobile ☎</b>	

Please note, to enable us to comply with our obligations under the Immigration, Asylum & 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. If you are invited to an interview please bring along the necessary original document(s) from either List 'A' or List 'B' contained within this document. If you are subsequently offered the position we shall need to take photocopies of the document(s) produced.

<b>Position applied for:</b>
<b>If offered this position, will you continue to work in any other capacity? If YES, please give details:</b>
<b>Date you would you be available to commence this employment:</b>

<b>Do you have a full current driving licence? If YES, is it free of endorsements? Please give details of any endorsements:</b>
<b>Have you had any motor accidents/claims within the last 3 years? If YES please provide details:</b> (Only applicable to applicants of positions which involve driving company vehicles)

**EDUCATION**

Educational/professional qualifications – please list all, with grades and where they were achieved

**EMPLOYMENT**

<b>Present/ Employer</b>	
<b>Address</b>	
<b>Starting salary</b>	<b>Final salary</b>
<b>Type of business</b>	<b>Position held</b>
<b>Employed from</b>	<b>Employed to</b>
<b>Job duties</b>	
<b>Reason for leaving</b>	

**Please give details of your previous employer:**

<b>Employer</b>	
<b>Address</b>	
<b>Starting salary</b>	<b>Final salary</b>
<b>Type of business</b>	<b>Position held</b>
<b>Employed from</b>	<b>Employed to</b>
<b>Job duties</b>	
<b>Reason for leaving</b>	

**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.

<b>Name</b>	
<b>Occupation</b>	
<b>Address</b>	

<b>Name</b>	
<b>Occupation</b>	
<b>Address</b>	

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.

*I declare that any information given by me on this application form and any accompanying C.V., 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 have read and understand the Candidate Privacy Notice contained within this document, and acknowledge the need for Michael I Holdsworth Limited to collect and process my information for recruitment and selection purposes.*

**Name (Block capitals)**

**Signature** **Date**

**TO BE COMPLETED IN ALL CASES BY THE INTERVIEWER:**

I confirm that I have seen, checked and copied evidence of the interviewee’s written proof of right to work in the UK. The documents checked and copied are from one of the lists overleaf as shown below (PLEASE TICK BOX).

- List A** This gives a continuous statutory excuse for the full duration of the person’s employment
- List B GROUP 1** This gives a time limited statutory excuse which expires when the person’s permission to be in the UK expires (**PAYROLL TO DIARISE EXPIRY DATE FOR FUTURE CHECKS**)
- List B GROUP 2** This gives a time limited statutory excuse which expires 6 months from the date specified in the Positive Verification Notice (**PAYROLL TO DIARISE EXPIRY DATE FOR FUTURE CHECKS**)

**INTERVIEWER’S NAME & JOB TITLE:**

**INTERVIEWER’S SIGNATURE:**

**DATE THE ABOVE CHECKS AND COPIES WERE MADE:**

## **CANDIDATE PRIVACY NOTICE**

**Data controller: Michael I Holdsworth Ltd., The Mill, Manchester Road, Tideswell, Derbyshire. SK17 8LN ('the Employer')**

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

### ***What information does the Employer collect?***

The Employer 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 Employer needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The Employer may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, your passport or other identity documents, driving licence or collected through interviews or other forms of assessment.

The Employer 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 Employer 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 Employer process personal data?**

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

The Employer may collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Employer processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the Employer is obliged to seek information about criminal convictions and offences. Where the Employer 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 Employer may keep your personal data on file in case there are future employment opportunities for which you may be suited. The Employer 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 Payroll/HR 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 Employer will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Employer may 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 Employer will not transfer your data outside the European Economic Area.

### **How does the Employer protect data?**

The Employer 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. Application forms, CVs, passports, identity documents and driving licences are kept in locked facilities and all computer systems are password protected.

### **For how long does the Employer keep data?**

If your application for employment is unsuccessful, the Employer will hold your data on file for one year after the end of the relevant recruitment process. If you agree to allow the Employer to keep your personal data on file, the Employer will hold your data on file for a further one year 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 a number of rights. You can:

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

If you would like to exercise any of these rights, please contact Janet Hargreaves, Payroll Manager – [janet@holdsworth-foods.co.uk](mailto:janet@holdsworth-foods.co.uk)

If you believe that the Employer 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 Employer during the recruitment process. However, if you do not provide the information, the Employer may not be able to process your application.

### **Automated decision-making**

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

## PROOF OF RIGHT TO WORK IN THE UNITED KINGDOM

### List A – Acceptable documents to establish a continuous statutory excuse

1. This list contains the range of documents which may be accepted for checking purposes for a person who has a permanent right to work in the UK.
2. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
3. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
4. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
5. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
6. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
7. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
8. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, **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.
9. A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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.
10. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **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.
11. 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.

Source: The Home Office

## PROOF OF RIGHT TO WORK IN THE UNITED KINGDOM

### List B – Acceptable documents to establish a statutory excuse for a limited period of time

This list contains the range of documents which may be accepted for checking purposes for a person who has a temporary right to work in the UK.

#### Group 1 – Documents where a time-limited excuse lasts until the expiry date of leave

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **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.

#### Group 2 – Documents where a time-limited statutory excuse lasts for 6 months

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a Positive Verification Notice\*** from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

\* A 'Positive Verification Notice' is official correspondence from the Home Office Employer Checking Service which confirms that a named person has permission to undertake the work in question.

Source: The Home Office