Gardners Books Application Form

Gardners

Gardners Books
1 Whittle Drive
Eastbourne
East Sussex
BN23 6QH

PRIVATE & CONFIDENTIAL

PLEASE PRINT CLEARLY

PLEASE PRINT CLEARLY IN BLACK INK

- Complete this form fully
- Answer all questions honestly and truthfully
- Read the declaration and Privacy Notice
- Sign and date the form

POST APPLIED FOR:

Where did you hear about this vacancy?

When would you be available to start?

Would you work full time? ☐ Yes ☐ No

If part-time, state preferred days/hours

If offered this position will you continue to have any other employment? ☐ Yes ☐ No

Are you willing to travel, if required, as part of your employment? ☐ Yes ☐ No

Do you smoke? ☐ Yes ☐ No

Have you ever previously worked for us? ☐ Yes ☐ No

If yes, when, and in what capacity?

PERSONAL DETAILS

Title | Forename(s) | Surname/Family Name

Home address

Home telephone | Work telephone

Mobile Number

Email Address

National Insurance Number ☐☐☐☐☐☐☐☐☐

Are you legally eligible for employment in the UK (see notes)? ☐ Yes ☐ No

Do you have proof of eligibility to work in the UK ☐ Yes ☐ No

Do you require a Work Permit to work in the UK? ☐ Yes ☐ No

Are there any restrictions (restrictive covenants) from your current/previous employer which will affect your ability to work for the company? ☐ Yes ☐ No

Note: If you are invited to attend an interview, you must bring with you the following items of evidence of your eligibility to work in the UK, namely your passport, ID card or other relevant UK residence permit or, if none of these are available, two separate documents such as your full UK birth certificate and a document giving your National Insurance Number, such as a P45, P46, P60 or a pay slip. No offer of employment will be made unless such evidence has been produced.

Do you have a current clean driving license? ☐ Yes ☐ No ☐ Private Car ☐ HGV/Commercial

If applicable, please give details of any driving offences currently under endorsement.

Do you have any criminal convictions that are unspent under the Rehabilition of Offenders Act 1974 and any subsequent amendment to this? ☐ Yes ☐ No

(Please note: certain positions within the Company require individuals to be cleared by the Disclosure and Barring Service and if you are applying for one of these positions, you will be notified of this and will be required to complete and submit the necessary documentation if you are successful with your application.)

Do you have any special requirements that will enable you to attend for an interview? ☐ Yes ☐ No

(e.g. wheelchair access)

If yes, please give details

EMPLOYMENT HISTORY

Please list below details of your present and past employment, starting with your most recent position. You may attach further sheets to the form if required.

Name & Address of present or most recent Employer

Tel No: Type of business:

Employment period: Notice period:

Starting wage/salary: Leaving wage/salary Full/Part time

Temporary or Permanent: Job title:

Describe your key duties and responsibilites:

Reason for leaving/wishing to leave

Name & Address of present or most recent Employer

Tel No: Type of business:

Employment period: Notice period:

Starting wage/salary: Leaving wage/salary Full/Part time

Temporary or Permanent: Job title:

Describe your key duties and responsibilites:

Reason for leaving/wishing to leave

Name & Address of present or most recent Employer

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Employment period: Notice period:

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Name & Address of present or most recent Employer

Tel No: Type of business:

Employment period: Notice period:

Starting wage/salary: Leaving wage/salary Full/Part time

Temporary or Permanent: Job title:

Describe your key duties and responsibilites:

Reason for leaving/wishing to leave

Please describe any other relevant work you have been involved in, eg. voluntary, freelance, project work, etc.

Dates/duration	Description

EDUCATION, QUALIFICATIONS AND TRAINING

Please give details of your education, qualifications and training to date.

Organisation/Examination Body:	Date obtained:	Qualifcation and grade

SKILLS AND EXPERIENCE (Please use a separate sheet if necessary)

Outline your particular skills and experience gained in previous positions, or in activities outside of work that you feel are relevant to the post for which you are applying

REASONS FOR APPLICATION

Please set out below the main reasons for your application for this post and what you believe you would bring to it

INTERESTS

Give details of any leisure interests of hobbies you have and the depth to which these are pursued which you feel support your application.

ANY OTHER RELEVANT INFORMATION

Please give any further information which you think may assist us considering your application

REFERENCES

Please provide details of two referees (not relatives), preferably previous employers whom we may contact with regard to your application.

Name		Name	
Occupation		Occupation	
Address		Address	
Contact Number		Contact Number	
Contact Email		Contact Email	
Capacity known to you		Capacity known to you	

Have you any objection to these references being obtained prior to interview? ☐ Yes ☐ No

PRIVACY NOTICE

Gardners Books Limited is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to current and former employees. This notice does not form part of any contract of employment. We may update this notice at any time.

We process personal data relating to those we employ to work for employment purposes, to assist in the running of the business and/or to enable individuals to be paid.

The information we hold about you:

The personal data we process may include, but may not be limited to, the following:

- data relating to your identity (including name, date of birth, gender, photographs, passport, drivers licence, National Insurance Number, immigration status, marital status, dependents),
- contact details (address, telephone numbers, email addresses, emergency contact details),
- employment details (position, terms of employment, performance and disciplinary records and holidays),
- background information (CV, previous experience, qualifications and certifications, references, criminal records check (for vetting purposes, where permissible and in accordance with applicable law),
- financial information (bank details, tax information, salary, benefits, expenses),
- IT information – information related to your access to our systems (login details, IP addresses, log files, access/times/durations of use, location).

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

- Information about your health, including any medical condition, health and sickness records.]

The information we hold about you:

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need 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.

We need all the information primarily to allow us to perform our contract with you and to enable us to comply with legal obligations. In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests.

If you fail to provide personal information:

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

Data Security:

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

Data Retention:

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from the Personnel Department.

Your rights in connection with personal information:

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

- **Right of 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.
- **Right to rectification** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Right to 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).

- **Right to Object** to the 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
- **Right to restrict 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.
- **Right to data portability** to 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 Data Protection Manager in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to Withdraw Consent:

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Data Protection Manager Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to unless we have another legitimate basis for doing so in law.

Data Protection 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 Protection Manager. dataprotection@littlegroup.com

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 at https://ico.org.uk/concerns/

Policy Change:

This privacy policy was most recently updated in May 2018.

DECLARATION

I declare to the best of my knowledge and belief, the details I have given on the form are correct and that any misrepresentation by me be sufficient grounds for 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 Company.

I give permission for my referees as quoted above to be contacted and understand that any offer will be subject to receipt of satisfactory references, a probationary period and (if required) a satisfactory medical report or DBS check.

Signed: _____ Date: DD ____ MM ____ YY ____

FOR OFFICE USE ONLY

Application form evaluated by: _____ Date: DD ____ MM ____ YY ____

Action

			DD	MM	YY				
1st Stage	**INTERVIEW**	Date:				**OR NOT SUCCESSFUL**		**OR HOLD**	
2nd Stage	**INTERVIEW**	Date:				**OR NOT SUCCESSFUL**		**OR HOLD**	
3rd Stage	**INTERVIEW**	Date:				**OR NOT SUCCESSFUL**		**OR HOLD**	