

TAYLOR LANE

APPLICATION FORM

TAYLOR LANE

NB. AT THE END OF THIS DOCUMENT IS OUR PRIVACY NOTICE, WITHOUT THIS BEING AGREED TO AND SIGNED WE ARE UNABLE TO PROCESS YOUR APPLICATION.

APPLICATION FORM

Please complete this application form in black ink and then return it to

Post applied for:

Personal information		
Surname:		
Forenames:		
Title (Mr., Mrs., Miss, Ms, etc.):		
Previous names (if any):		
Current address:		
Daytime telephone number:		
Are you aged 18 or over?	YES/NO	
Do you have the right to take up employment in the UK?	YES/NO	
If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?	YES/NO	

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Dates you are **not** available for interview:

Education and qualifications

From GCSE or equivalent to degree level in chronological order

Establishment

Qualifications gained

Postgraduate education or study or any other professional qualifications

Establishment

Qualifications gained

Employment history

Please give details of your last three jobs, beginning with your present or most recent. Any relevant posts held before then may also be mentioned.

From	To	Name and address of employer	Job title, description of duties and responsibilities, reason for leaving and salary on leaving

Other information

Do you hold a full driving licence? If yes, do you have any current endorsements?

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Do you have any other training, qualifications or skills relevant to the post? (Please enclose any evidence to support your application)	
Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.	
Have you made a previous application to the Company? If so, when was this and what was the outcome?	
Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.	
How many weeks' or months' notice do you have to give to your current employer?	
If you are disabled, please give details of any special arrangements you would require to attend interview.	
Referees Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. The other should not be a relative or contemporary.	
First referee	Second referee

Please note that only applicants selected for interview will be contacted.

Declaration

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection.

Signed:

Date:

GDPR Candidate Privacy Notice (UK)

WHAT IS THE PURPOSE OF THIS DOCUMENT?

Taylor Lane Timber Frame Limited is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation (GDPR).

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.

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 CV and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, visa details or biometrics if necessary for proof to work in the UK.
- Any information you provide to us during an interview.

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.
- Information about criminal convictions and offences.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agency.
- Disclosure and Barring Service in respect of criminal convictions where necessary. You will be advised of this if it is relevant to the role you are applying for.
- Your named referees, from whom we collect the following categories of data: name, title and contact details.

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.

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 into the position. We also need to process your personal information to decide whether to enter into a contract with you.

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. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

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 disability status to consider whether we need to provide appropriate adjustments during the recruitment process.
- 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 a role which is subject to such checks being carried out. If we are required to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role you will be notified.

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.

DATA SHARING

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: Legal and as required by law. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

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.

DATA RETENTION

How long will you use my information for?

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information 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 applicable laws and regulations.

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.

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RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your rights in connection with personal information

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 HR Manager in writing who will provide our Subject Access Procedure.

RIGHT TO WITHDRAW CONSENT

When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise, as part of our Application form. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact our HR Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

I, _____ (candidate name), acknowledge that on
_____ (date), I received a copy of Taylor Lane Timber Frame
Limited’s Candidate Privacy Notice and that I have read and understood it.

Signature:

Name: