

## Employment Application Form

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Short listing will be based on the information gathered from the form, read in conjunction with the person specification. You will be advised of the outcome of your application in writing.

Please ensure the finished form is printed out, signed, dated and returned by the closing date to the address given on the last page. We are unable to accept forms returned as email attachments without a signature. Please either type directly in this form using *Microsoft Word* or print out and complete the form in black ink and BLOCK CAPITALS.

Applicants will be treated in the same way whether they are external or internal candidates. Internal candidates should advise their manager that they have applied for another position.

When completing manually, do use extra sheets if you need to provide additional information.

<b>Surname:</b>  <b>Forenames:</b>  <b>Mr/Mrs/Ms:</b>	<b>Home Tel:</b>
	<b>Mobile Tel:</b>
	<b>Work Tel:</b>
	<b>Email:</b>

**Address:**

**Post Code:**

**Position Interested in:**

Do you have a full, clean and current Driving Licence?    Yes    /    No

**Employment Record**  
(Please list chronologically, starting with current or last employer)

<b>Name and Address of Employer:</b>	<b>Dates From: To:</b>	<b>Job Title /Function/Responsibilities:</b>	<b>Final Salary and Reason for Leaving:</b>

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

Name of School/College/University/Training body:	Year:	Subject Studied:	Qualification/Level:

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

Training Course:	Date Attended:

**Do you have any criminal convictions? Yes / No**

If Yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.

**Do you have the right to work in the UK? Yes / No**

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 the Asylum and Immigration Act 1996.

**Notice Period Required:**

Please give details of two referees. One must be your present or most recent employer. References will only be taken up for short listed candidates.

Testimonials or references from friends or relatives are not acceptable.

Please indicate if we can take up references when you are short listed for interview YES / NO

Name:

Position:

Organisation:

Address:

Tel.

Name:

Position:

Organisation:

Address:

Tel.

#### DECLARATION

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 return completed form to:

Human Resources Dept  
J T Mackley & Co Ltd  
Bankside House, Henfield Road  
Small Dole, Henfield  
West Sussex  
BN5 9XQ  
Or E-mail to [Recruitment@mackley.co.uk](mailto:Recruitment@mackley.co.uk)

**Please ensure you fill out the enclosed Equal Opportunities Monitoring form and GDPR Recruitment and Selection statement and return to our HR department with your application.**

**We will be unable to process application forms without the GDPR Statement signed, and your application will be destroyed.**

## Equal Opportunities Monitoring

NAME:
POSTION APPLIED FOR:

We hope you will assist us by completing this form. The information is used to monitor the operation of the group’s Equal Opportunities policies and the effectiveness of advertising, and for no other reason. The data will be treated with utmost confidentiality. It will not be taken into account in assessing information on your application form and is always removed prior to short-listing.

<b>GENDER</b>
Please tick one of the categories
Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender.

<b>AGE RANGE</b>
Please tick one of the categories
16-24 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-64 <input type="checkbox"/> 65+ <input type="checkbox"/>

<b>SEXUALITY</b>
Please tick one of the categories
heterosexual/straight <input type="checkbox"/> gay man <input type="checkbox"/> gay woman/lesbian <input type="checkbox"/> bi-sexual <input type="checkbox"/> prefer not to say <input type="checkbox"/>

<b>MARITAL STATUS</b>
Please tick one of the categories
I am married <input type="checkbox"/> I am single <input type="checkbox"/> I am divorced <input type="checkbox"/> I am widowed <input type="checkbox"/> other <input type="checkbox"/>

<b>DISABILITY</b>
<i>The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and adverse effect on a person’s ability to carry out day to day activities”</i>
Do you consider yourself to be disabled under the above definition? (Please tick as necessary)
I am disabled <input type="checkbox"/> I am not disabled <input type="checkbox"/>
Nature of disability (optional)

<b>ETHNIC ORIGIN</b>
<i>Ethnic origin refers to members of an ethnic group who share the same cultural background and identity. Please not the categories listed below are approved by the Commission for Racial Equality.</i>
How would you describe your ethnic origin? Please tick one of the categories
White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Other <input type="checkbox"/>
Mixed (White/Black) Caribbean <input type="checkbox"/> Mixed African <input type="checkbox"/> Mixed Asian <input type="checkbox"/> Mixed Other <input type="checkbox"/>
Asian(or Asian British) Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Asian Other <input type="checkbox"/>
Black(or Black British) Caribbean <input type="checkbox"/> Black African <input type="checkbox"/> Black Other <input type="checkbox"/>
Chinese <input type="checkbox"/> Other Ethnic Group-please state <input type="checkbox"/> .....

Finally, how did you hear about this vacancy?  
.....

Thank you for your help

### **Privacy Statement**

Here at Mackley Limited we take your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below and if you would like more information on a particular topic please contact our Privacy Champion by writing to Mackley, (address and telephone number).

### **Personal Data We Collect**

We collect the following personal data relating to your employment application:  
Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number)  
Employment history  
Qualifications  
Equality of Opportunity (Ethnicity, Disability Details) under Special Categories

### **How We Use Personal Data**

Your personal data will be used to process your employment application.

### **How Long We Will Hold Personal Data**

Successful candidate's data will be held under the company's General Data Protection Policy details of which will be made available upon the offer of employment. Full details are available in the staff handbook.  
Unsuccessful candidate's data will be held of a period of 6 months where upon it will be confidentially destroyed.

### **Reasons We Share Personal Data**

We may share your personal data with our Human Resources (HR) consultant to aid our selection process.

We will not normally share personal data with anyone else, but may do so where:

- There is an issue that puts the safety of our staff at risk
- We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud
- The apprehension or prosecution of offenders  
In connection with legal proceedings
- Where the disclosure is required to satisfy our legal obligations

### **How We Protect Your Personal Data**

We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

### **How to Access & Control Your Personal Data**

Individuals have a right to make a 'subject access request' to gain access to personal information that the company holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests must be submitted in writing, either by letter or email to the Privacy Champion. They should include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

When responding to requests, we:

- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request
- Will provide the information free of charge
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary
- If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

Other data protection rights of the individual: In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest
- Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
- Prevent processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

NOTE: Individuals should submit any request to exercise these rights to the Privacy Champion. If staff receive such a request, they must immediately forward it to the Privacy Champion.

**Consent**

I have read and consent to my personal data, as detail above, being held and utilised by Mackley for the purposes stated.

Signed: ..... Date: .....

Please send a copy of your signed GDPR Form to [recruitment@mackley.co.uk](mailto:recruitment@mackley.co.uk) or by mail marked "Confidential" to the HR Department, Bankside House, Henfield Road, Small Dole, Henfield, West Sussex BN5 9XQ