



# Transport Limited

## Storage and Distribution

### Application Form

Name:.....

Position applying for:.....

Date of application:.....

#### Guidance notes

Thank you for your interest in our company. We are committed to Equal Opportunities in Employment. It is our policy to treat applicants equally without regard to race, religion, colour or national origin, gender, sexual orientation, disability, age or marital status.

The information on this form will be used to aid selection. It is in your best interest to fill it in carefully and with consideration.

Make sure you complete **all** sections of the form using **black ink** so that the form can be easily photocopied.

If you have any questions, problems or doubts, please contact us. In the event that a section does not apply to you, please enter 'not applicable'. Do not leave any section blank and do not put down any information unless you are sure it is correct. Blank sections or 'do not know' responses may cause delay in you starting work for the company.

In accordance with the Data Protection Act, the company will be the controller of any personal data processed as a result of your application. Such data will be treated as confidential, and used only to assess your suitability for employment. Please note, such data may be verified by reference to information held by others, and may be disclosed to one or more members of the company. The company will ensure that any personal information is adequately protected at all times.

[www.cs2-transport.com](http://www.cs2-transport.com)

CS2 Transport Ltd.

Tel: 01246 855309

Park Road

Holmewood Industrial Estate

Chesterfield

S42 5UY

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Name:	Title:	Forename(s):	Surname:
Address:			
Date of birth:			Postcode:
N.I number:			
Phone number:	Landline:		Mobile:
Email address:			

<b>Current driving licence?</b>			
Yes [ ]		No [ ]	
Groups:		Expiry date:	
Details of any endorsements:			

<b>Are there any restrictions on you taking up employment in the UK?</b>	
Yes [ ]    No [ ] (If yes, please provide details)	

Would you prefer full/part time?	Full time [ ]    Part time [ ]
When are you able to start work?	_____
Are you able to start work before 6am?	Yes [ ]    No [ ]    If <i>no</i> , what is the earliest time?
Are you able to work night shifts?	Yes [ ]    No [ ]
Are you able to work weekends?	Yes [ ]    No [ ]

Education	Schools/Colleges/University	Qualification gained

Employment history			(please complete in full with current job first, explaining any gaps in work history, and use a separate sheet if necessary)		
From:	To:	Name and address:			
		Job title:	Rate of pay:		
		Duties:			
		Reason for leaving:			

From:	To:	Name and address:			
		Job title:	Rate of pay:		
		Duties:			
		Reason for leaving:			

From:	To:	Name and address:
		Job title: <span style="float: right;">Rate of pay:</span>
		Duties:
		Reason for leaving:

From:	To:	Name and address:
		Job title: <span style="float: right;">Rate of pay:</span>
		Duties:
		Reason for leaving:

**Will you continue with any other employment if you were to be successful in obtaining this position?**

Yes [ ] No [ ]

<b>References</b> (Please write here the names and addresses of two persons from whom we may obtain work experience references)	
1.	2.
Contact number:	Contact number:
Email:	Email:
Position/Known in the capacity of:	Position/Known in the capacity of:

**Can these references be taken up prior to interview?** Yes [ ] No [ ]

**Personal Attributes:** Please use this space to give further details in support of your application relating to your skills, experience, achievements and personal qualities to the requirement of the job. Use a separate sheet if necessary.

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**Criminal Record:** Have you been convicted of any criminal offences which are not yet 'spent' under the Rehabilitation of Offenders Act 1974?                      **Yes [ ] No [ ]**

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If yes please give details, or write to request a private conversation:

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**Policy statement on the recruitment of ex-offenders:**

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1. We actively promote equality of opportunity for all and we select all candidates for interview on the basis of their talent, skills, qualifications and experience. We welcome applicants from a wide range of candidates, including those with criminal records.

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2. A disclosure is only requested where it is legally required or after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a disclosure will be required from a successful applicant, all applicants will be made aware of this at all stages of the recruitment process.

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3. Where disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process.

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4. Unless the nature of the position allows us to ask questions about a candidate's entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders legislation.

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5. We ensure that all those in the company who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.

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6. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that may be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer or termination of employment.

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7. We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment.

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8. Having a criminal record will not necessarily bar an applicant from working with us. This will depend on the nature of the position and the circumstances and background of the offences.

**Declaration (Please read this carefully before signing this application)**

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

2. *(Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor).*

I agree that the organisation reserves the right to require me to undergo a medical examination if necessary. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.

**Signed:**

**Date:**



## Candidate Privacy Notice

### **Data controller: CS2 Transport Ltd**

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 or resumes, obtained from your passport or other identity documents, 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 may 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 process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also 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 HR and recruitment 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 will 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.

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

If your application for employment is unsuccessful, the Employer will hold your data on file for 6 months after the end of the relevant recruitment process.

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.
- Withdraw your consent at any point, where processing is based upon your consent.

If you would like to exercise any of these rights, please contact Alex Elliott (Alex@cs-2.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 properly or at all.

**Automated decision-making**

Recruitment processes are not based solely on automated decision-making