

Staff Application Form

Please return to: Unit 2 Barncoose Industrial Estate,
Barncoose, Redruth, Cornwall, TR15 3RQ

Please complete this form in CAPITAL letters and black ink and return with a copy of your current CV.
Note: The information given in this application will be held in strictest confidence in keeping with your rights under the Data protection Act 1998 (GDPR) and the Human Rights Act 1998. It will not be disclosed to any unauthorised third party without your express permission.

Application for employment as _____ Ref No _____
Preferred location(s) of work _____
Preferred shift(s): Full Time / Part time / Term Time / Days / Evenings / Nights / Weekends / Supply
(please circle all that apply)

Personal details

Title Mr/Mrs/Miss/Ms/Other (please specify) _____
Surname _____
First name(s) _____
Address _____
Post code _____
E-mail address _____
Telephone numbers Home _____
Mobile _____
Other eg work _____
May we ring you at work? (we will use this with discretion) Y / N (please delete)
National Insurance Number _____

Personal statement

This is your opportunity to expand on your application. Please summarise why you feel you are suitable for this post. Reference should be made to previous experience, personal achievements and any other relevant information (please continue on a separate sheet if required).

Education

Secondary School/colleges

Please give details of all your qualifications up to A Level standard or the equivalent.

Name and address of school/college	Subject	Grade achieved

Further Education

Please give details of university qualifications, scholarship awards or prizes

Name and address of university	Course	Qualifications awarded

Professional and other qualifications

Please give details and dates of any professional qualifications you have undertaken and training courses you have attended.

Other skills

Please list any other skills, for example languages, computer experience, first aid etc

Driving licence

Do you hold a full, clean and current driving licence? Y / N (please delete). If no, please provide details:

Do you have use of a car? Y / N (please delete).

Do you have transport? Y / N (please delete).

Employment history

Current or last employment

Company name _____

Company address _____

Post Code _____ E-mail address _____

Telephone number _____ Fax number _____

Date employed From _____ To _____

Job Title _____

Brief outline of duties _____

Reason for leaving _____

Notice required _____

Current/last basic salary £ _____ Salary required £ _____

Previous employment (start with the most recent)

Company name _____

Company address _____

Post Code _____ E-mail address _____

Telephone number _____ Fax number _____

Date employed From _____ To _____

Job Title _____

Brief outline of duties _____

Reason for leaving _____

Salary on leaving £ _____

Employment history (continued)

Previous employment (continued)

Company name _____

Company address _____

Post Code _____ E-mail address _____

Telephone number _____ Fax number _____

Date employed From _____ To _____

Job Title _____

Brief outline of duties _____

Reason for leaving _____

Salary on leaving £ _____

Company name _____

Company address _____

Post Code _____ E-mail address _____

Telephone number _____ Fax number _____

Date employed From _____ To _____

Job Title _____

Brief outline of duties _____

Reason for leaving _____

Salary on leaving £ _____

Please continue on a separate sheet if required.

How did you learn about this vacancy?

Agency (please specify)	
Job Centre	Y / N
Employee of this company (please give name)	
Social Media	
Dash Group Website	
Indeed	
Other (please specify)	
Speculative enquiry	Y / N

Work Permit

Are you prohibited from working in the UK in accordance with the Immigration and Asylum Act 1996?	Y / N
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You must provide satisfactory evidence that you are not prohibited from working in the UK prior to commencing work with us.

Additional work

Will this be your only employment? Y / N (please delete)	If no, please state what hours you work for another employer(s) _____
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Previous employment

Have you worked for this company previously? Y / N (please delete). If yes, please specify locations and dates:

Criminal convictions

Do you have any spent/unspent convictions, cautions or reprimands under The Rehabilitation of Offenders Act 1974? PLEASE NOTE: <i>exemption under the Rehabilitation of Offenders Act 1974 does not apply. You must include details of spent convictions, including those related to juvenile offence, although protected cautions and protected convictions do not need to be declared.</i>	Y / N
Are you facing any criminal prosecutions?	Y / N

If yes, please give details:

Please note: If you do not declare a conviction, caution or reprimand and we are subsequently advised of information on your DBS Disclosure, we may not be able to confirm your employment.

Interview arrangements

Are there any arrangements which we can make for you if you are called for an interview and/or work based exercise? Y / N If 'yes' please specify, for example ground floor venue, sign language interpreter

Further information

Can we make any reasonable adjustments to avoid you being at a disadvantage in the workplace? Y / N. If yes, please provide details

Declaration

I declare that to the best of my knowledge and belief, all the statements and information given in this form are true and complete and that I have not withheld any material fact. I understand that if I am appointed and any of the information I have provided is inaccurate I could be liable to dismissal.

Dash Group (SW) Ltd and its subsidiary businesses, hereafter referred to as The Company, shall process your personal data in accordance with any applicable data protection laws which impact or legally apply to the processing of data whether it is received, held or processed by The Company during the recruitment process, your employment or thereafter at all times.

When the Company processes your personal data, it may do for the following reasons: -

- Contacting you to advise of the outcome of your application and arrange interviews (as applicable)
- Providing you with a safe environment in the event you attend site
- To assess your suitability for a role within The Company
- To hold your details on file for potential future vacancies, in which case candidates will be advised.

The Company may also process your personal data where it is in our legitimate interests to do so or in circumstances where it is legally permitted to do so for records and audit purposes. This may include (without limitation) seeking employment references.

You can find more information about your information rights and how The Company processes your personal data (including where your personal data may be processed), in The Company's Privacy Notice, a copy of which may be obtained from the HR team.

The Company acknowledges that some personal data held might be of a more sensitive nature (for example details of any health-related issues) and in certain circumstances The Company may require your consent to process this sensitive personal data. Sensitive personal data includes data regarding your sex, marital status, race, religion, political beliefs or trade union membership, ethnic origin and your medical information or any disabilities. Where the Company processes your sensitive personal data in accordance with legal requirements (for example to check eligibility to work in the UK, to ensure discrimination is avoided), it may do so without your consent.

I consent

I do not consent

Signature

Date

Please return completed application form to HR, The Dash Group, Unit 2, Barncoose Industrial Estate, Redruth, Cornwall. TR15 3RQ or email to jobs@thedashgroup.co.uk