

Section 2 Eligibility to Work & Criminal Convictions
Declaration subject to the Rehabilitation of Offenders Act (1974)

UK Immigration legislation, in particular the Asylum Immigration and Nationality Act 1996 and Immigration and the Asylum and Nationality Act 2006, are designed to prevent illegal working in the UK. To prevent illegal working it is necessary that employers carry out document checks on all prospective employees. These checks are required to ensure that employees demonstrate that they are eligible to work in the UK. Any offer of employment will be subject to these checks.

By signing this application form you confirm that you have the legal right to work in the UK.

Are there any restrictions to your residence in the UK that might affect your right to employment in the UK?

Yes No Example – do you require sponsorship?

If Yes, please provide details

.....

Do you have any convictions that are not spent or pending?

If yes, please complete the Criminal Convictions Form enclosed with the Application Form

Driving: please complete if relevant to the role

Do you hold a current full, Clean, UK Valid driving licence? Yes No

Category of Licence held:

If **NO** and or you have any endorsements on your driving licence, please give details:

Section 3 Training

Please give details of all training, skills and or courses attended relevant to the position applied for. Example: CSCS, First Aid, Confined Space Training etc.

COURSE NAME	PASS/GRADE	DATE

Section 4 Present Employment (if unemployed give details of your last employers)

Name of Employer & Contact:

Address: Post code:	Reasons for leaving or wanting to leave:
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Telephone number:		Job title:	
Employment started:		Describe your main duties and responsibilities:	
Employment ended:			
Rate of pay on leaving:			

Section 5 Previous Employment(s)
Please list your previous employment. Continue on a separate sheet if necessary

Name of Employer & Contact:

Address:		Reasons for leaving or wanting to leave:	
Post code:			
Telephone number:		Job title:	
Employment started:		Describe your main duties and responsibilities:	
Employment ended:			
Rate of pay on leaving:			

Name of Employer & Contact:

Address:		Reasons for leaving or wanting to leave:	
Post code:			
Telephone number:		Job title:	
Employment started:		Describe your main duties and responsibilities:	
Employment ended:			
Rate of pay on leaving:			

Section 6 References

References: By signing this application form you are providing TK Waterproofing Solutions Ltd with your consent to contact your referees.

I hereby give TK Waterproofing Solutions Ltd. permission to contact two of the employers (present and one other) listed above to obtain a reference prior to any job offer being confirmed. Please note that we will not approach these referees before an offer of employment has been made.

Are there any breaks in your employment record which are not shown? (If yes please give details)

Section 7 Disability Discrimination Act (protecting people with disabilities and unlawful discrimination)

Do you have a disability which is relevant to your application?

Yes

No

If yes, please give details:

NB* Do we need to make any special arrangements in order for you to attend an interview, if so please detail this below:

Section 8 Health

Number of days absent due to sickness in the last 2 years:

Please state reasons for illness(s):

Section 9 Practicalities

If offered the above position do you intend to work in any other capacity?

If YES, please give details.....

How much notice are you required to give your current employer?.....

When is the earliest you would be able to start work?.....

Do you have prior holiday commitments? If so, please state dates.....

Section 10 Declaration

I declare to the best of my knowledge and belief that the information given in this application is accurate and correct.

I understand that any false or misleading information given either in this application form or in any other documentation completed or verbal statement made during the recruitment process may render my contract of employment, if I am appointed, liable to termination.

The Company will hold some of your personal data on file as is necessary for the purposes of managing your application for employment, to comply with our legal obligations and for our legitimate business interests. If the Company needs any personal data (which may be sensitive) that is not necessary for the recruitment process, our legal obligations or for our legitimate business interests but is nonetheless reasonable to request, then your explicit consent will be sought. Should your application be unsuccessful the Application Form/CV and accompanying documentation will be destroyed 6 months post-date of the recruitment process.

I consent to the information given in this application to be held on file and processed in accordance with the Data Protection Act 1998.

Signature:

Date:

Privacy Notice for Applicants

TK Waterproofing Solutions Limited ("We") are committed to protecting and respecting your privacy. Our registered company number is 08402420 and our registered company address is Unit 19, Manvers Business Park, High Hazles Road, Cotgrave, Nottingham. NG12 3GZ

Contacts

Questions, comments and requests regarding this Privacy Notice are welcomed and should be addressed to accounts@tkws.co.uk. If you wish to contact us by phone, the general number is 0115 9894434.

For the purpose of Data Protection legislation, the Data Controller is Sheila Taylor.

Purpose of this Privacy Notice

Your privacy is important to us. TK Waterproofing Solutions Limited takes data protection very seriously, and we want to make sure you understand how we will use, share and store your information, in light of changes to data protection laws, with the General Data Protection Regulation applying from 25th May 2018 in European Union ('EU') member states.

Obtaining and Storing Data

Any information you provide via the online application process, or in hardcopy, will be confidential to the Payroll/HR Department and will only be accessed and processed by authorised individuals who have received training in handling and managing such data.

The information we ask for is used to assess your suitability for employment. It will be used for the purpose of progressing your application or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes.

The information you provide will be held securely by us and/or our Data Processors, whatever form the information is in i.e. electronic, hard copy etc.

Data Retention

You should be aware that the data collected through this application process may be held on both manual and electronic systems for the duration of the application process and for a period of up to 6 months afterwards in line with the timescales within our Data Retention Policy.

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment.

Your Rights

By providing an electronic signature, you are confirming that you give your consent for the organisation to use the personal information you have provided in this application as part of the recruitment process. You are also consenting to us (or relevant Data Processors) storing it in relevant online recruitment systems, in line with the above applicable retention period.

Please be aware that you can choose to ask for access to your data at any time, or can withdraw your consent at any time. If you do choose to withdraw your consent in respect of all/part of my personal data required in this online application form, without good reason, it may be difficult for the organisation to take your application further. You can also ask for your data to be rectified. If you wish to access, update, and change or remove some of the information we have on file, you can request this at any time by contacting Sheila Taylor on 0115 9894434 or via accounts@tkws.co.uk.

If you have any questions about any decisions made during the recruitment process, you can raise these by contacting Sheila Taylor on 0115 9894434 or via accounts@tkws.co.uk.

Further Information

For more information about the way we handle data, and about your rights (including raising a complaint with the Information Commissioner's Office), please see our full website Privacy Notice at tkwaterproofingsolutions.co.uk. Our Data Protection Policy can also be found at tkwaterproofingsolutions.co.uk and/or is available on request from Sheila Taylor on 0115 9894434 or via accounts@tkws.co.uk.

Changes to this Privacy Notice for Applicants

Any changes we may make to this document in the future will be posted on this page and, where appropriate, notified to you by e-mail.