

James Lister & Sons Ltd is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity

APPLICATION FOR EMPLOYMENT

VACANCY DETAILS

Vacancy applied for

Return form to

H. R. Department
James Lister & Sons Limited
Sandwell Industrial Estate, Spon Lane South
Smethwick
West Midlands B66 1QJ

Personal Details

Title

if OTHER, please specify

First name(s)

Surname

Address (including postcode)

Home telephone number

Mobile telephone number

Email address

Please state below if you hold a driving licence, the category of vehicle(s) permitted to drive. Include any penalty points and the reasons for them and list any accident / collision history if any (year of incident(s) and brief description(s)), we also need you to document if you have been banned from driving in the last 5 years.

Work history (starting with the most recent first) - If you wish to attach a C.V. instead of this page please ensure that it covers ALL areas of the points requested below

Employer – (include here the dates that you started & left each employment)	Position held, description of duties and achievements	Reason for leaving	Salary / Pay rate

Education and training (starting with the most recent first, continue on a separate sheet if necessary)

School / College / University etc. attended	Qualifications gained or course attended

Any other information (for example, skills, languages, reasons for suitability for the position applied for)

References (please provide full contact details for 2 referees from previous employment)

1.

2.

Name	Name
Address	Address
Telephone number	Telephone number
Occupation	Occupation

If you wish to do so, please give details of any particular arrangements required when attending an interview

Declaration: I confirm that, to the best of my knowledge, the information given on this form is correct.

Signed

Date

Print name

Please now complete the following attached Criminal Record Declaration

Option 2: You can disclose your record under separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked **CONFIDENTIAL** and state your full name and the details of the post that you are applying for.

I have attached details of my conviction separately _____ (**Please mark with an X if appropriate.**)

DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this position at James Lister & Sons Limited.

Signed: _____ Date: _____

**Please return this form to: Private & Confidential
Kate Charles**

James Lister & Sons Limited

Sandwell Industrial Estate, Spon Lane South

Smethwick

West Midlands B66 1QJ

PIA this notice relates to: PIA6 –Recruitment

What information is being collected?

Hard copy or electronic CV's, completed job application forms, cover letters / emails, interview notes, reference letters / emails, invitation to interview letters, acceptance or rejection letters, information collected will include career history, contact details, qualifications, previous salary, unspent criminal convictions, driving licence categories and penalties, previous attendance and disciplinary history.

Who is collecting it?

H R Department, Managers and Directors.

How is it collected?

From the job applicant or recruitment agency, notes made by managers at interview and production of letters by HR department and receipt of references from previous employers.

Why is it being collected?

To analyse the suitability of the individual for a role in the company and where successful to check their abilities against stated experience.

How will it be stored and used?

Hard copy records relating to job applicants information are kept in secure, lockable locations by Managers during the recruitment phase, securely handled as per Section 2. Sensitive Personal Data of Listers GDPR policy.

Electronic copies may also be held in email form or attached to emails by managers under the security of their normal email password protection.

Once the recruitment is complete for individuals who have been rejected both hard copy and electronic copies will be securely deleted / destroyed except for a copy held in the HR Department which will be retained for 6 months in case further opportunities arise. For successful applicants the information will be stored as per PIA7 and PIA8.

It will be used by Managers to compare against the job requirements.

Who will it be shared with?

Managers, Directors, HR Department, Company Auditors

What will be the effect of this on the individuals concerned?

Appropriate security precautions are taken to prevent unauthorised persons seeing any recruitment information to ensure that the only effect is that the company uses the information to form the basis of any appointment decisions to be discussed and notified to individual(s) concerned.

How long the information will be held for?

Non successful job applicants – 6 months

Successful job applicants – this data will be held for the duration of the employment and for 6 months after unless there are specific reasons to expect a breach of contract or employment tribunal claim, then records will be held for up to 6 years (with an appropriate explanatory note on file).

Information on individual data subject rights

A data subject has rights as detailed in the regulations, those relevant at Lister include:

Right to be informed / transparency of data (privacy notice), right to request access to their data, rectification or erasure of data, right to prevent processing (if likely to cause distress/ damage). All concerns / requests must be communicated to the HR Department in writing via hr@lister.co.uk.