



PLEASE PRINT ALL  
INFORMATION

**For Internal Use**

Application Received:

Interview Date:

## APPLICATION FOR EMPLOYMENT

### Personal Details

TITLE: Mr / Mrs / Miss / Ms	SURNAME:	FIRST NAMES:
DATE OF BIRTH:	ADDRESS:	
HOME TELEPHONE NO:	POST CODE:	
MOBILE NO:	EMAIL ADDRESS:	ARE YOU ELIGIBLE TO WORK IN THE UK? <b>YES / NO</b>

Please indicate the document(s) you can provide that demonstrate your eligibility to work in the UK (e.g. British Passport):

Do you hold a full UK driving licence? **YES / NO**

Is your licence free from endorsements? **YES / NO**

**If no, please give further details:**

#### Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 requires applicants to disclose any criminal convictions which are not spent.

Do you have any criminal convictions which are not spent? **YES / NO**

**If yes, please give further details of the offence, including date(s) and sentence:**

### Application Details

POSITION APPLIED FOR:	LOCATION (IF APPLICABLE):
HOW DID YOU LEARN OF THIS VACANCY?	HAVE YOU WORKED FOR THE COMPANY BEFORE? <b>YES / NO</b>



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**Job History** (please give details of positions held, starting with the most recent)

EMPLOYER'S NAME	ADDRESS	POSITION HELD	BRIEF DESCRIPTION OF RESPONSIBILITIES	SALARY/WAGES

May we contact these previous employers for a reference?      **YES / NO**

**EDUCATION**

NAME & ADDRESS OF ESTABLISHMENT	DATES ATTENDED	RESULTS ACHIEVED



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PROFESSIONAL QUALIFICATIONS:

WHY ARE YOU APPLYING FOR THIS POSITION?

**REFERENCES** (Please provide the names of two personal referees)

NAME			
ADDRESS			
TELEPHONE NUMBER			
EMAIL ADDRESS			
CAPACITY IN WHICH THEY KNOW YOU			

**Consent to obtain and contact references:**

Should my application be successful, I hereby authorise you to take up references from my previous employer(s), and my present employer, once any offer of employment has been confirmed in writing. I hereby authorise you to take up other reference checks as you may deem appropriate.

I confirm I have the sufficient consents to provide any personal data as detailed above and I understand that any personal data provided will be processed in line with the Company's Recruitment Data Privacy Notice (attached).

Applicant's Name .....

Signature:.....

**Declaration**

I declare that the information I have given in this application form is true to the best of my knowledge, and that I have completed the form myself. I understand that should any of the information in this form subsequently prove to be untrue it may leave to any offer of employment made to me being withdrawn or in the termination of my employment with the Company.

I also understand that the Company shall process any personal data provided in line with the Company's Data Protection Policy and the Company's Recruitment Data Privacy Notice (attached).

**Signature**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Learning through Landscapes

### Data Protection Privacy Notice (Recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

#### Who collects the information

Learning through Landscapes is a 'data controller' and gathers and uses certain information about you.

#### Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

#### About the information we collect and hold

The table set out below summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared. The table also lists the additional information we collect before making a final decision to recruit, ie before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

#### Where information may be held

Information may be held at our offices, our service providers, representatives and agents as described above.

#### How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see our **data protection privacy notice (employment)**.

#### Your right to object to us processing your information

Where our processing of your information is based solely on our legitimate interests (or those of a third party), you have the right to object to that processing if you give us specific reasons why you are objecting, which are based on your particular situation. If you object, we can no longer process your information unless we can demonstrate legitimate grounds for the processing, which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.



Please contact our Data Protection Officer, Dawn Ayling who can be contacted by emailing [dayling@ltl.org.uk](mailto:dayling@ltl.org.uk) or phone 07557 028600 if you wish to object in this way.

### **Your rights to correct and access your information and to ask for it to be erased**

Please contact our Data Protection Officer, Dawn Ayling who can be contacted by emailing [dayling@ltl.org.uk](mailto:dayling@ltl.org.uk) or phone 07557 028600 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our Data Protection Officer will provide you with further information about the right to be forgotten, if you ask for it.

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **How to complain**

We hope that our Data Protection Officer can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.



## THE SCHEDULE - ABOUT THE INFORMATION WE COLLECT AND HOLD

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<b>Your name and contact details (ie address, home and mobile phone numbers, email address)</b>	From you	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable HR personnel or the manager of the relevant project to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager of your application
<b>Details of your qualifications, experience, employment history (including salary, hours etc.) and interests</b>	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision
<b>Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs</b>	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest[ (equality of opportunity or treatment)]	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies For further information, see * below
<b>Information regarding your criminal record</b>	From you, in your completed application form (and from the Disclosure and Barring Service (DBS) – if applicable)	To comply with our legal obligations and to verify the criminal records information provided by you	To make an informed recruitment decision To carry out statutory checks Information shared with DBS and other regulatory authorities as required For further information, see * below
<b>Details of your referees</b>	From your completed application form	Legitimate interest: to carry out a fair recruitment process	To carry out a fair recruitment process Information shared with relevant managers, HR personnel and the referee
<b>If relevant:</b>			
<b>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information</b>	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	To carry out right to work checks Information may be shared with the Home Office
<b>A copy of your driving licence</b>	From you	To enter into/perform the employment contract To comply with our legal obligations To comply with the terms of our insurance	To make an informed recruitment decision To ensure that you have a clean driving licence Information may be shared with our insurer

\* Further details on how we handle sensitive personal information are set out in our Privacy Policy and our Data Protection Policy, available from HR personnel.