

# Candidate application form - internal recruitment

# Færfield

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As a legal requirement we are obliged to ask for certain information from all candidates seeking employment with Faerfield Limited. Please complete this form. All boxes are mandatory.

## Section A Personal Details

Title:

Name:

Email:

Mobile:

Home tel:

Address:

Position applied for:

Head Office:  
Faerfield,  
The Foundry,  
6 Brindleyplace,  
Birmingham  
B1 2JB

T 0121 312 3755  
E info@faerfield.co.uk  
W faerfield.co.uk

## Section B Equal Opportunities Statement

Faerfield Ltd is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of gender, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a Trade Union, and we place an obligation upon all staff to respect and act in accordance with the policy.

Faerfield Ltd shall not discriminate unlawfully when deciding which candidates to interview for a vacancy and/or to recruit, or in any terms of employment (or terms of engagement for temporary workers). Faerfield Ltd will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification(s) and ability to perform the relevant duties required by the particular vacancy.

I confirm I have read and noted Faerfield's Equal Opportunities Statement:  Please tick the box

## Section C Criminal Convictions

Do you have any unspent\* criminal convictions? Yes:  No:  Please tick the appropriate box

If yes, please detail convictions and dates:

\*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of Faerfield Ltd, the offence is relevant to the post to which you are applying. **Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.**

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## Section D Personal Details

Do you have immigration permission to work in the UK? Yes:  No:  Please tick appropriate box

In line with Home Office guidance on the prevention of illegal working we and/or your prospective employer will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK. An employer will be unable to confirm your appointment if you are unable to prove you have the right to work in the UK.

## Section E Health and Disability

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments required to access our services and to find out your needs in order to perform the job or position sought.

Do you have any health issues or a relevant disability which may make it difficult for you to carry out functions which are essential for the role you seek? Yes:  No:

Please tick appropriate box

If yes, please specify:

If you do have a disability, what are your needs in terms of reasonable adjustments in order to access our services, to attend interviews, or to take psychometric tests, etc.?

## Section F General Data Protection Regulation – Candidate Consent

All organisations that process personal data are required to comply with data protection legislation. This includes in particular the Data Protection Act 1998 (or its successor) and the EU General Data Protection Regulation (together the 'Data Protection Laws'). The Data Protection Laws give individuals (known as 'data subjects') certain rights over their personal data whilst imposing certain obligations on the organisations that process their data. As a recruitment and leadership development business, Faerfield Ltd collects and processes both personal data and sensitive personal data. It is required to do so to comply with other legislation. It is also required to keep this data for different periods depending on the nature of the data. We will only keep your data as long as is necessary unless we have a legal basis to do so. By signing this form:

I hereby give my consent to Faerfield Ltd to process the following information:

- My personal data, including (but not limited to): name, date of birth, contact details (telephone number, email address, postal address), CV, passport details (including copies), National Insurance number, details of my experience, training and qualifications (including copies of any certificates).
- My sensitive personal data, including (but not limited to): details of any health issues or disabilities (relevant to providing work-finding services), details of any criminal convictions.
- Any references obtained as part of a recruitment process to be passed on to potential employers.

I consent to Faerfield Ltd processing the above personal data for the following purposes:

- For Faerfield Ltd to consider my application for employment with Faerfield Limited.
- I also consent to Faerfield Ltd processing my personal data with third parties for the purposes of internal audits and investigations carried out on Faerfield Ltd to ensure that they are complying with all relevant laws and obligations.

I confirm that I am fully aware of my rights under all relevant Data Protection Laws, including the right to withdraw my consent at any time by informing Faerfield Ltd that I wish to do so.

The full Data Protection Policy for Faerfield Ltd can be viewed on our website:

<https://www.faarfield.co.uk/data-protection-policy>

I confirm I have noted the provisions of the Faerfield Data Protection policy and hereby give my consent in accordance with GDPR

Tick here

Date:

By ticking this box and submitting this form I confirm that my responses are correct to the best of my knowledge and that I will be bound by the content as if I had affixed my signature

Tick here

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