**Employment Application Form T-UK**

Please return your completed form to: PersonnelUK@Turbocam.com OR Personnel, Turbocam UK Ltd, Stannard House, Unit 8 Kites Croft Business Park, Fareham, Hants, PO14 4LW.

Position applied for: ...............................................................................................

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| **PERSONAL INFORMATION** |
| Title  |  |
| Surname |  |
| Forenames |  |
| Address |  |
| Postcode |  |
| Telephone number |  |
| Mobile number |  |
| Email address |  |
| National Insurance No |  |
| Current driving licence  | Yes/No |
| Details of any endorsements |  |

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| **ENTITLEMENT TO WORK IN THE UK** |
| Do you have a current right to work in the UK? | Yes/No\* |
| If yes, you will need to produce evidence of your entitlement to work in the UK before taking up your post if your application is successful. |
| If no, please provide details. |

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| **EDUCATION** |
| Schools  | Qualifications gained |
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| College/University  | Qualifications gained |
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| **EMPLOYMENT HISTORY** (please list in chronological order with the most recent first) |
| Dates  | Name and address of employer | Job title & main duties  | Reason for leaving & date of departure |
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| Notice required in current post: |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: |
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| **GENERAL COMMENTS** |
| Please list here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post. Continue on a separate sheet, if necessary. |
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| **PERSONAL DEVELOPMENT** |
| Please include any courses, membership, voluntary work, or responsibilities you have obtained that you consider relevant, with outcomes where applicable: |
| Please note here any **membership** you hold of **professional bodies**, including grade of membership or other relevant details: |

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| **CRIMINAL RECORD** |
| Please note any criminal convictions, except those spent under the *Rehabilitation of Offenders Act 1974*. If none, please state. |
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| **CONFLICT OF INTEREST** |
| Please declare any family/personal relationship with members of staff currently working within the company/ department where you are applying for employment. |
| Name | Name |
| Department | Department |
| Relationship | Relationship |

This information will be held in the strictest confidence and will only be used to identify potential conflicts of interest. To ensure fairness, transparency and impartiality, it may be necessary to exclude applications where it is felt a significant conflict of interest could potentially have an adverse effect on the company/department.

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| **REFERENCES** |
| Please supply the names and addresses/contact details of two persons – one of whom should be your present/last employer – from whom we may obtain both character and work experience references. |
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| **FAIR PROCESSING NOTICE** |

Turbocam UK Ltd is the data controller for the information you provide during the recruitment process unless otherwise stated. If you have any queries about the process or how we handle your information please contact us at PersonnelUK@Turbocam.com.

**What will we do with the information you provide to us?**

The information that you provide during the recruitment process will only 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. The information you provide will be held securely by us.

The contact details you provide to us will be used to contact you to progress your application. The other information you provide will be used to assess your suitability for the role you have applied for. You don’t have to provide what we ask for but it might affect your application if you don’t. Personnel and hiring managers will have access to all of this information.

**Assessments**

We might ask you to attend an interview, therefore we may take interview notes. Any assessments will be stored securely by Turbocam Personnel.

**How long is the information retained for?**

We only collect information that we need to fulfil our stated purposes and will retain it for no longer than is necessary.

If you are not successful following assessment for the position you have applied for, we may ask if you would like your details to be retained for future vacancies for a period of six months. If you say yes, we will proactively contact you should any further suitable vacancies arise. The information you have provided until that point and any interview notes or assessments will also be kept for 6 months.

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.

**How we make decisions about recruitment?**

Final recruitment decisions are made by hiring managers. All of the information gathered during the application process will be taken into account.

You can ask about decisions made about your application by emailing PersonnelUK@Turbocam.com.

**Offer Stage**

If we make you a conditional offer of employment, we will ask for some information in order to carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are obliged to check the identity of our staff, their right to work in the UK and obtain assurance as to their trustworthiness, integrity and reliability.

**Your rights**

Under the Data Protection Act, you have the right to access information held about you.

**Declaration**

* I hereby authorise you to take up references from my previous employer(s), my present employer (once the offer of employment has been confirmed in writing). In addition, I hereby authorise you to take up other reference checks as you may deem appropriate.
* I confirm that the above information is complete and correct, and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
* I agree that the company reserves the right to require me to undergo a medical examination in the event of my appointment.

Signed: .................................................................................Date: ...........................................