

Wye Fruit Limited
Bromyard Road, Ledbury, Herefordshire, HR8 1LG

Application For employment

1 Position applied for:

2 Personal details:

Surname:	Telephone (home):
First names:	Telephone (mobile):
Title:	Telephone (work):
Address:	Email:

3 Do you have the right to work in the UK?

Proof will be required before an offer of employment can be confirmed

4 Details of any Driving licences held:

5 Do you hold a current UK Bank Account?

6 Do you have a National Insurance Number?

7 Work history:

Start with most recent and work back

Employer	Position held and description of duties	To/From	Reason for leaving

8 Education and Training

Start with most recent and work back

University, College or School	Course Studied and Qualifications achieved

9 Any other evidence to support your application

For example experience or training

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10 References:

Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:
Relationship:	Relationship:

11 Disability Discrimination Act 1995

<p>If you require any special arrangements to be made to assist you if called for an interview, please let us know in advance of the interview</p>
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12 PRIVACY NOTICE

All of the above Personal Data is obtained as part of your application to join **Wye Fruit Limited**. **Wye Fruit Limited** is a data controller. This means that we are responsible for deciding how we hold and use personal information about you. The following information makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise (and applies whether you are applying as an employee, worker or contractor).

INFORMATION WE HOLD ABOUT YOU

We will collect, store, and use the following categories of personal information about you:

- The information you have provided in our application form above;
- Any information you provide to us during interview;
- [Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.] - [Information about your Health, including any medical condition, health and sickness records.]

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about candidates from the following sources:

- You, the candidate.
- [Indeed] recruitment agency, from which we collect the following categories of data: Name, contact information, CV].
- [Disclosure and Barring Service in respect of criminal convictions.]
- [Your named referees, from whom we collect the following categories of data: Name, employment history, ability to work.]

HOW WE WILL USE INFORMATION ABOUT YOU

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the work
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

We also need to process your personal information to decide whether to enter into a contract with you.

We will process your application to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the work. If we decide to offer you the work, we will then take up references before confirming your appointment.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process.
- [We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.]

DATA SHARING

We will only share your personal information with the following third parties for the purposes of processing your application: [specify search consultancy etc]. All our third party service providers are required to take appropriate measures to protect your personal information in line with our policies.

DATA RETENTION AND SECURITY

All of the information is processed and held securely-details of the measures we have in place can be obtained from the Wye Fruit Limited Information Security Policy . Wye Fruit Limited will only hold your information for the duration of the application and selection process and after we have communicated to you our decision as to whether to appoint you, we will only hold the personal information for a period of 3 months after which we will securely destroy your personal information in accordance with our data retention policy. If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Please tick the below box if you give Wye Fruit Limited consent to collect, process and hold your information as stated above.

I confirm that Wye Fruit Limited may collect, process and hold my personal information for the duration of the application and selection process

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

Signature:	Date:
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