

APPLICATION FORM

Cheffins (the "Partnership") is a data controller and for the purposes of the application process needs to process your personal data. You will find below details of the Partnership's Data Protection Policy. You are required to confirm your agreement to process your personal data in relation to the job application process.

DATA PROTECTION POLICY – Fair processing notice

During the course of our activities we, Cheffins, will process personal data (which may be held on paper, electronically, or otherwise) and we recognise the need to treat it in an appropriate and lawful manner, in accordance with the Data Protection Act 1998 (DPA). The purpose of this notice is to make you aware of how we will handle your personal data.

1. DATA PROTECTION PRINCIPLES

1.1 We will comply with the eight data protection principles in the DPA, which say that personal data must be:

- (a) Processed fairly and lawfully.
- (b) Processed for limited purposes and in an appropriate way.
- (c) Adequate, relevant and not excessive for the purpose.
- (d) Accurate.
- (e) Not kept longer than necessary for the purpose.
- (f) Processed in line with individuals' rights.
- (g) Secure.
- (h) Not transferred to people or organisations situated in countries without adequate protection.

1.2 "Personal data" means recorded information we hold about you from which you can be identified. It may include contact details, other personal information, photographs, expressions of opinion about you or indications as to our intentions about you. "Processing" means doing anything with the data, such as accessing, disclosing, destroying or using the data in any way.

2. FAIR AND LAWFUL PROCESSING

2.1 We will usually only process your personal data where you have given your consent or where the processing is necessary to comply with our legal obligations. In other cases, processing may be necessary for the protection of your vital interests, for our legitimate interests or the legitimate interests of others. The full list of conditions is set out in the DPA.

2.2 We will only process "sensitive personal data" about ethnic origin, political opinions, religious or similar beliefs, trade union membership, health, sex life, criminal proceedings or convictions, where a further condition is also met. Usually this will mean that you have given your explicit consent, or that the processing is legally required for employment/applicant purposes. The full list of conditions is set out in the DPA.

3. HOW WE ARE LIKELY TO USE YOUR PERSONAL DATA

- 3.1 We will process data about applicants for legal, personnel, administrative and management purposes and to enable us to meet our legal obligations as a prospective employer.
- 3.2 We may process sensitive personal data relating to applicants including, as appropriate:
- (a) the employee's racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - (b) in order to comply with legal requirements and obligations to third parties.

4. PROCESSING FOR LIMITED PURPOSES

We will only process your personal data for the specific purpose or purposes notified to you or for any other purposes specifically permitted by the DPA.

5. ADEQUATE, RELEVANT AND NON-EXCESSIVE PROCESSING

Your personal data will only be processed to the extent that it is necessary for the specific purposes notified to you.

6. ACCURATE DATA

We will keep the personal data we store about you accurate and up to date. Data that is inaccurate or out of date will be destroyed. Please notify us if your personal details change or if you become aware of any inaccuracies in the personal data we hold about you.

DATA RETENTION

We will not keep your personal data for longer than is necessary for the purpose. This means that data will be destroyed or erased from our systems when it is no longer required.

7. PROCESSING IN LINE WITH YOUR RIGHTS

You have the right to:

- (a) Request access to any personal data we hold about you.
- (b) Prevent the processing of your data for direct-marketing purposes.
- (c) Ask to have inaccurate data held about you amended.
- (d) Prevent processing that is likely to cause unwarranted substantial damage or distress to you or anyone else.
- (e) Object to any decision that significantly affects you being taken solely by a computer or other automated process.

8. DATA SECURITY

- 8.1 We will ensure that appropriate measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.

8.2 We have in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. We will only transfer personal data to a third party if he agrees to comply with those procedures and policies, or if he puts in place adequate measures himself.

8.3 Maintaining data security means guaranteeing the confidentiality, integrity and availability (for authorised purposes) of the personal data.

9. PROVIDING INFORMATION TO THIRD PARTIES

We will not disclose your personal data to a third party without your consent unless we are satisfied that they are legally entitled to the data. Where we do disclose your personal data to a third party, we will have regard to the eight data protection principles.

10. SUBJECT ACCESS REQUESTS

If you wish to know what personal data we hold about you, you must make the request in writing. All such written requests should be forwarded to the Managing Partner.

11. BREACHES OF DATA PROTECTION PRINCIPLES

If you consider that the data protection principles have not been followed in respect of personal data about yourself or others you should raise the matter with the Managing Partner. Any breach of the DPA will be taken seriously.

END OF POLICY

You confirm that you have read and understood the Partnership's Data Protection Policy.

You consent to the Partnership processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any **"sensitive personal data"** (as defined in the Data Protection Act 1998) relating to you, including, as appropriate:

- information about your physical or mental health or condition in relation to your application;
- to access your suitability for the role which you are applying for;
- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation; and
- in order to comply with legal requirements and obligations to third parties.

The Partnership may make such information available to those who provide products or services (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Partnership or the business in which you are applying to work works, and as may be required by law.

I confirm agreement to Cheffins processing my personal data in relation to the job application process and I confirm I have read and understood Cheffins data protection policy.

Name:

Signed:

Date:

Application Details

Title of position applied for :

Expected Salary:

If you need more space to answer any of the questions, please continue on a separate sheet of paper.

Personal Details

Cheffins is an equal opportunity employer. Please complete all fields correctly, and be assured that a selection for the most suitable person will be made, without reference to the applicant's race, colour, gender, age, nationality, ethnic or national origin, sexual orientation, marital status, disability or religion.

All claims and / or statements of skills, experience and employment will be checked. In the event of false claims being made, any offer of employment will be terminated. Cheffins reserves the right to recover from the applicant any costs incurred as the result of the employment of an applicant who has submitted an application form containing false claims.

First Name(s):

Surname:

Title:

Full Address :

Email Address :

Telephone: (w) (h) Mobile:

Are you authorised to work in the UK? Yes / No

Do you have a current or pending criminal record? Yes / No

If yes, please specify

Hobbies / Interests ?

Do you hold a full current UK driving licence? Yes / No

Earliest Starting Date?

References

At least one should be from your previous employment and be of a direct reporting line.

	Reference 1	Reference 2
Full Name:		
Company Name:		
Address & Postcode:		
Telephone Number:		

Work Experience

Most Recent/Present Employer:

Name, Address and Business of Employer	Position Held and Main Duties	Date Started
		Starting Salary: £ _____ Present / Leaving Salary: £ _____ Benefits:
Reason for Leaving Company?		Last Working Month:

Previous Employment

Name, Address and Business of Employer	Position Held and Main Duties	Dates
		Starting Date: Leaving Date:
Reason for Leaving Company?		

Education / Qualifications

School/College/University Attended	Qualification(s) Gained	Date Qualification(s) Gained

Proof of qualifications may be requested

Please supply any work or personal experience that you may feel is relevant or any other comments.

I confirm that the information that I have provided in this application is true and accurate.

Signature _____ Date _____

Please ensure you have signed the section relating to Data Protection before submitting your application form.

If you would like to provide us with a copy of your CV, please attach it to this completed application form.