GRAHAM + SIBBALD

APPLICATION FOR PROGRAMME – PART A

(All sections to be completed in BLOCK CAPITALS)
(to be completed at point of application and at the short-listing stage)

Programme Applied For	
Office Preference	
Discipline/ Department Preference (if applicable)	

1. PERSONAL DETAILS

Surname		**Forenames**		**Title Mr/Mrs/Miss/Ms**	
Previous Names (if applicable)					
Mothers Maiden name					

Home Telephone No.		**Mobile**	
Home Address		**Post Code**	
Email address			

Please provide your address history for the last 5 years (most recent first)

Previous Address(es)		**Date (from –to)**	

2. EDUCATION & QUALIFICATIONS

Secondary School/ College/ University	Dates (from/to)	Course studied and qualifications achieved

3. PROFESSIONAL QUALIFICATIONS

Please provide details (including dates) of any professional qualifications and/ or membership of any professional bodies (if applicable).

RICS Registration No.		**Qualifications**	

4. EMPLOYMENT HISTORY

Please provide full details of all employment, starting with your current/ most recent employer.

Current Job Title		**Dates Employed**	**From:** **To:**
Name of Employer		**Nature of Business**	
Address (including postcode)			
Telephone No.		**Notice Period**	
May we contact you at work?	**Yes**		**No**
Reason for leaving/ wishing to leave			
Brief description of duties, responsibilities and skills used			

Please provide details of your previous employment (most recent first).

Name of Employer		**Dates Employed**	**From:** **To:**
Nature of Business		**Reason for leaving**	
Job Title			

Name of Employer		**Dates Employed**	**From:** **To:**
Nature of Business		**Reason for leaving**	
Job Title			

Name of Employer		**Dates Employed**	**From:** **To:**
Nature of Business		**Reason for leaving**	
Job Title			

Name of Employer		**Dates Employed**	**From:** **To:**
Nature of Business		**Reason for leaving**	
Job Title			

5. REFERENCES

Please give the names and addresses of two persons who have agreed to act as referees. One must be your current/ most recent employer.

References may be taken up prior to interview unless you have asked us not to do so. Where permission is not given, references will be requested after a conditional offer is made.

Name	Address (inc. email)	Telephone No.	Position	Relationship	Length of Association

Name	Address (inc. email)	Telephone No.	Position	Relationship	Length of Association

6. OTHER INFORMATION IN SUPPORT OF APPLICATION (including achievements, hobbies etc.)

Please state reasons for applying for this position as well as any other particular skills or experience you consider to be relevant.

7. DECLARATION

I confirm that the information given by me is correct to the best of my knowledge. I understand that the firm reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information given by me is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and background checks (including Basic Disclosure Scotland, Credit Reference).

Signature _____

Date _____

8. IMPORTANT – DATA PROTECTION

Please refer to our Privacy Notice for Job Applicants.

APPLICATION FOR PROGRAMME – PART B

(All sections to be completed in BLOCK CAPITALS)
(to be completed at final decision to recruit / job offer stage)

1. PERSONAL DETAILS

NI Number	

Driving Licence No.	
Date Passed Test	

2. RIGHT TO WORK

All employees are obliged to provide original documentary evidence of their right to work in the UK, prior to commencing employment.

If you do not originate from the European Community, do you have the right to work in the UK?	**YES/ NO** *(Delete as appropriate)*
If YES, please provide details	
Are there any restrictions on your right to work in the UK?	**YES/ NO** *(Delete as appropriate)*
If YES, please provide details	

Have you ever been charged with or convicted of a Criminal offence? (You are not required to disclose convictions that are 'spent')	**YES/ NO** *(Delete as appropriate)*
If YES, please provide details	

Do you have any pending court offences? ***(Include motoring endorsements)***	**YES/ NO** *(Delete as appropriate)*
If YES, please provide details	

Please provide us with details of any periods of incapacity due to sickness during the last two years.

Number of periods of incapacity	
Total number of days lost	
Reasons for the above	

3. DECLARATION

I confirm that the information given by me is correct to the best of my knowledge. I understand that the firm reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information given by me is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and background checks (including Basic Disclosure Scotland, Credit Reference)

Signature _____

Date _____

4. IMPORTANT – DATA PROTECTION

Please refer to our Privacy Notice for Job Applicants.

5. OFFICE USE ONLY

DATE RECEIVED	DATE PES CHECKS

Schedule 31 - Job Applicant Privacy Notice

General

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 and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Topics:

- **Who collects the information**
- **Data protection principles**
- **About the information we collect and hold**
- **Where information may be held**
- **How long we keep your information**
- **Your rights to correct and access your information and to ask for it to be erased**
- **Keeping your personal information secure**
- **How to complain**

Who collects the information

Graham + Sibbald 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/ Employee Privacy Notice.

About the information we hold

The table set out in Part A of the Schedule 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 in Part B of the Schedule below summarises the additional information we collect before making a final decision to recruit, i.e. 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

Internally your personal information may be held and shared with the following people. Access to this information is limited to that required by each individual to perform their role:-

- Employees in HR, Compliance + Operations
- Manager of relevant department recruiting

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 time limits 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 Employee Privacy Notice

Further details on our approach to information retention and destruction are available in our Records Management Policy.

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

Please contact our Data Protection Officer (DPO), who can be contacted at datacontroller@g-s.co.uk 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 our Data Protection Officer 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

If you have any queries or concerns about this notice or about our use of your personal information, please contact our Data Protection Officer.

If our Data Protection Officer is not able to address your query or concern, you can 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

Part A: Up to and including the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (i.e. address, home and mobile phone numbers, email address)	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 department to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager or department of your application
Details of your qualifications, experience, employment history (including job titles and working hours) and interests	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 The person making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewer will receive non-anonymised details
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	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
Information regarding your criminal record ***_Please note – will not asked for until the point an offer is made_	From you, in your completed application form	To comply with our legal obligations For reasons of substantial public interest (preventing or detecting unlawful acts, suspicion of terrorist financing or money laundering in the	To make an informed recruitment decision To carry out statutory checks Information shared with Disclosure Scotland, DBS

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
		regulated sector and protecting the public against dishonesty)	and other regulatory authorities as required For further information, see * below
Details of your referees	From your completed application form	Legitimate interest: to carry out a fair recruitment process In the regulated sector, to comply with our legal obligations to obtain regulatory references	To carry out a fair recruitment process To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the referee

Part B: Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers ☐	From your referees (details of whom you will have provided)	Legitimate interest: to make an informed decision to recruit To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice	To obtain the relevant reference about you To comply with legal/regulatory obligations Information shared with relevant managers and HR personnel
Information regarding your academic and professional qualifications ☐	From you, from your education provider, from the relevant professional body	Legitimate interest: to verify the qualifications information provided by you	To make an informed recruitment decision
Information regarding your criminal record) ☐	From you and from Disclosure Scotland or the Disclosure and Barring Service (DBS)	To perform the employment contract To comply with our legal obligations	To make an informed recruitment decision To carry out statutory checks

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
		Legitimate interest: to verify the criminal records information provided by you For reasons of substantial public interest (preventing or detecting unlawful acts, suspicion of terrorist financing or money laundering in the regulated sector and protecting the public against dishonesty)	Information shared with Disclosure Scotland, the DBS and other regulatory authorities as required For further information, see * below
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information ☐	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
A copy of your driving licence ☐	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

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked "☐" above to us to enable us to verify your right to work and suitability for the position.

* Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our Employee Privacy Notice and Criminal Records Information Policy.