

Employment Application Form

***Our Mission:
Working Together to Deliver Solutions That Make
A Difference***



***Our Vision:
A Responsible Family Enterprise That Shares Focus on Delivering Sustainable Growth
Through Partnerships, Collaboration & Innovation with an Environmental & Social
Conscience.***

Position applied for:			
Date of Application:			
Where did you hear about this role?			
Do you know anyone that works for Oakland International Ltd?	Yes	No	If yes, please state their name:

Personal Details

Surname:	
Forenames:	
Current address:	
Day time telephone number:	
Mobile telephone number:	
Email Address:	

Employment History

Present post:	Job title:		
Employer:	Date started:		
Salary and benefits:			
Primary duties and responsibilities:			
Current notice period:			
Previous posts (please start with the most recent): Use additional sheets if necessary			
Job title:	Employer:	Dates (from-to):	Salary:

Education / Training

Secondary education:	Dates attended:	Qualifications/grade:
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Further/higher education:	Dates attended:	Qualifications (with date)/grade:
Other relevant training, professional qualifications or work related skills (for example languages, shorthand, etc):		
Are you undertaking any course of study at present? (if so, please give details)		
Do you have membership of any professional bodies? (if so, please give details, including any offices held)		
It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.		

Supporting Information

Supporting information

Please give any details you feel are relevant in support of your application, including why you are interested in this post, how you feel you fit the Job and Person Specification and any Oakland Values you feel you display. (Use additional sheets if necessary)

Additional details

Do you require a work permit to work within the UK?	Yes	No
Do you require any special arrangements to be made as part of the recruitment process on account of a disability?	Yes	No

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during the recruitment process and thus meet our obligations under the Equality Act 2010:

Previous Convictions

Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

References

Please give the details of two referees, stating how long you have known them. (One should be your current or most recent employer.) References for shortlisted candidates will be taken up before interview unless you request otherwise.

1. Name:	2. Name:
Address:	Address:
Telephone number:	Telephone number:
Occupation:	Occupation:
Time known:	Time known:
May references be taken up before interview? YES/NO	May references be taken up before interview? YES/NO

Data protection

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.

I hereby give my consent to Oakland International Ltd processing the data supplied in this application form for the purpose of recruitment and selection.

Declaration

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.



Signature	
Print	
Date	

Please confirm you have read the Applicant Privacy Notice on the next three pages by ticking this box

Applicant Privacy Notice (GDPR Compliant)

Data controller: Oakland International Limited
Seafield Lane, Beoley, Redditch. B98 9DB

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including benefit entitlements
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process, and
- information about your entitlement to work in the UK.

The organisation may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews, publicly available information or other forms of assessment.

The organisation may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for



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w: www.oakland-international.com

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employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area for which you may be considered and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.



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Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require the organisation to change incorrect or incomplete data
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing, and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Donna Frost, HR Advisor at the Data Controller office address, or by emailing HR@oakland-international.com

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

I have read and understood the above applicant privacy notice.



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