





Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

**Training Course:**

**Date Attended:**

**Do you have any criminal convictions? Yes / No**

If Yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.

**Do you have the right to work in the UK? Yes / No**

Note: the company will require proof of this right before an offer of employment can be confirmed e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996.

**Present Employer:**

**Employer Address:**

**Employment Position:**

**Salary:**

**Notice Period Required:**

**Please state here your specific reasons for applying for this position, your achievements to date and the strengths you would bring to this post. (Please use a continuation sheet if necessary)**

Lined area for writing.

Can you speak Welsh?      Yes – (fluently)      Yes – (a little)      No

Do you have any objections to a Medical Report being obtained from your Doctor?      Yes / No

Your Doctors Name:

Practice Name:

Practice Address:

**Please give details of two referees.**  
**One must be your present or most recent employer. References will only be taken up for short listed candidates.**  
**Testimonials or references from friends or relatives are not acceptable.**

Please state if we may obtain these references prior to interview.

- Yes
- No

*Reference No. 1*

**Title: (Mr, Mrs etc):**

**Name:**

**Position:**

**Organisation:**

**Address:**

**Tel:**

**Email:**

*Reference No. 2*

**Title: (Mr, Mrs etc):**

**Name:**

**Position:**

**Organisation:**

**Address:**

**Tel:**

**Email:**

**Disabilities**

If selected for interview, do you require any special arrangements to be made 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 your interview and fulfil our obligations under the Equality Act 2010:

**DECLARATION**

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

**Signature:** .....

**Date:** .....

**Please return completed form to:**

Human Resources Dept  
Simon Safety & Lifting Centre Ltd  
Unit 73  
Honeyborough Business Park  
Neyland  
Pembrokeshire  
SA73 1SE

**Please ensure you fill out the enclosed Equal Opportunities Monitoring form and GDPR Recruitment and Selection statement and return to our HR department with your application.**

**We will be unable to process application forms without the GDPR Statement signed, and your application will be destroyed.**

## Equal Opportunities Monitoring

NAME:

POSTION APPLIED FOR:

We hope you will assist us by completing this form. The information is used to monitor the operation of the group's Equal Opportunities policies and the effectiveness of advertising, and for no other reason. The data will be treated with utmost confidentiality. It will not be taken into account in assessing information on your application form and is always removed prior to short-listing.

### GENDER

Please tick one of the categories

Male  Female  Prefer not to say

If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender.

### AGE RANGE

Please tick one of the categories

16-24  25-34  35-44  45-54  55-64  65+

### SEXUALITY

Please tick one of the categories

heterosexual/straight  gay man  gay woman/lesbian  bi-sexual  prefer not to say

### MARITAL STATUS

Please tick one of the categories

I am married  I am single  I am divorced  I am widowed  other

### DISABILITY

*The Disability Discrimination Act 1995 defines disability as "a physical or mental impairment which has a substantial and adverse effect on a person's ability to carry out day to day activities"*

Do you consider yourself to be disabled under the above definition? (Please tick as necessary)

I am disabled  I am not disabled

Nature of disability (optional) .....

### ETHNIC ORIGIN

*Ethnic origin refers to members of an ethnic group who share the same cultural background and identity. Please note the categories listed below are approved by the Commission for Racial Equality.*

How would you describe your ethnic origin? Please tick one of the categories

White British  White Irish  White Other   
 Mixed (White/Black) Caribbean  Mixed African  Mixed Asian  Mixed Other   
 Asian(or Asian British) Indian  Pakistani  Bangladeshi  Asian Other   
 Black(or Black British) Caribbean  Black African  Black Other   
 Chinese  Other Ethnic Group-please state .....

Finally, how did you hear about this vacancy?

.....

Thank you for your help

## Privacy Statement

Here at Simon Safety & Lifting Centre Ltd we take your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below and if you would like more information on a particular topic please contact our Data Protection Officer by writing to The Data Protection Officer, Simon Safety & Lifting Centre Ltd, Unit 73, Honeyborough Business Park, Neyland, Pembrokeshire, SA731SE

## Personal Data We Collect

We collect the following personal data relating to your employment application:  
Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number)  
Employment history  
Qualifications  
Equality of Opportunity (Ethnicity, Disability Details) under Special Categories

## How We Use Personal Data

Your personal data will be used to process your employment application.

## How Long We Will Hold Personal Data

The Successful candidate's data will be held under the company's General Data Protection Policy details of which will be made available upon the offer of employment. Full details are available in the staff handbook.  
Unsuccessful candidates' data will be held of a period of 6 months where upon it will be confidentially destroyed.

## Reasons We Share Personal Data

We may share your personal data with our Human Resources (HR) consultant to aid our selection process.

We will not normally share personal data with anyone else, but may do so where:

- There is an issue that puts the safety of our staff at risk
- We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime and/or fraud
- The apprehension or prosecution of offenders
- In connection with legal proceedings
- Where the disclosure is required to satisfy our legal obligations

## How We Protect Your Personal Data

We use electronic data secure storage and have password and digital access controls in place. If paper copies are utilised we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

## How to Access & Control Your Personal Data

Individuals have a right to make a 'subject access request' to gain access to personal information that the company holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- The source of the data, if not from the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests must be submitted in writing, either by letter or email the Data Protection Officer. They should include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

When responding to requests, we:

- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request
- Will provide the information free of charge
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary
- If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

Other data protection rights of the individual: In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest
- Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
- Prevent processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

NOTE: Individuals should submit any request to exercise these rights to the Data Protection Officer. If staff receive such a request, they must immediately forward it to the Data Protection Officer.

**Consent**

I have read and consent to my personal data, as detail above, being held and utilised by Simon Safety & Lifting Centre Ltd for the purposes stated.

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

Please send a copy of your signed GDPR Form by mail marked "Confidential" to the HR Department, Simon Safety & Lifting Centre Ltd, Unit 73, Honeyborough Business Park, Neyland, Pembrokeshire, SA71 1SE