

Please attach a passport-sized photograph

## WHITAKERS CHOCOLATES LIMITED

### APPLICATION FOR EMPLOYMENT

POST APPLIED FOR: (delete as applicable)

DAY SHIFT / EVENING SHIFT

#### PERSONAL

Please complete legibly in your own handwriting in black ink

Surname	Forename(s)
Address	Name & Address of next of kin
Postcode	
Contact Tel No.	Tel No. <span style="float: right;">Relationship</span>
National Insurance Number	Do you have a current driving license YES/NO If yes please give details, inc endorsements
Have you ever been convicted of a criminal offence? YES/NO	
If YES, please give details:	

#### EMPLOYMENT HISTORY

(Current or most recent first) Please include temporary posts & work experience.

From-To	Employers Name & Address	Job Title	Duties	Rate of Pay	Reason for leaving

Notice required in current post:

Please continue on a separate sheet if necessary

## EDUACTION

Qualifications obtained from schools/colleges/universities, please list most recent first:

Schools/colleges attended	Dates: From-To	Qualifications gained, including grades

## REFERENCES

Please write here the names, addresses and telephone numbers of two persons from whom we may obtain work experience references.  
References from your current employer will not be sought without your authority.

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## ATTENDANCE & RELIABILITY

Please give details of lateness & any days absent over the past 12 months.

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**WHITAKERS CHOCOLATES LIMITED**  
**APPLICATION FOR EMPLOYMENT**  
**SUPPLEMENTARY INFORMATION**

Please complete legibly in your own handwriting in black ink

**HEALTH DETAILS**

Please list any diseases, disorders or allergies from which you have

Please detail any form of medicine or treatment you are currently and/or receive regularly

Doctor's Name and Address

## PERSONAL STATEMENT

Please use this section to explain why you think you would be suitable for this position also use this space to write about your leisure interests, sports, hobbies etc. Including offices held in social/sports clubs. (continue on a separate sheet if necessary)

### DECLARATION (please read carefully before signing)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give the employer the right to reject my application, to withdraw any employment contract offered.
2. I agree that the employer reserves the right to require me to undergo a medical examination.

Signed.....

Date.....

# Whitakers Chocolates Ltd.

## Data protection privacy notice (recruitment)

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 (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

### Who collects the information

Whitakers Chocolates Limited ('Company') is a 'data controller' and gathers and uses certain information about you and so, in this notice, references to 'we' or 'us' mean the Company.

### 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.

### What information

We may collect the following information up to and including the shortlisting stage of the recruitment process:

- Your name and contact details (ie address, home and mobile phone numbers, email address);
- Next of kin details (ie address, home and mobile phone numbers, email address);
- Details of your qualifications, experience, employment history (including job titles[, salary] and working hours) and interests;
- [Information regarding your criminal record;]
- Details of your referees.

We may collect the following information after the shortlisting stage, and before making a final decision to recruit:

- 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 ;
- Information regarding your academic [and professional ]qualifications ;
- [Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) ;]
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information ;
- A copy of your driving licence .

[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.]

## How we collect the information

We may collect this information from you, your referees (details of whom you will have provided), your education provider [, the relevant professional body], [the Disclosure and Barring Service (DBS)], the Home Office.

## Why we collect the information and how we use it

We will typically collect and use this information for the following purposes (other purposes that may also apply are explained in our Data Protection Policy:

- to take steps to enter into a contract;
- for compliance with a legal obligation (eg our obligation to check that you are eligible to work in the United Kingdom);
- for the performance of a task carried out in the public interest; and
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

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.

## How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information [with our regulators or] as required to comply with the law.

Further details on how we handle sensitive personal information [and information relating to criminal convictions and offences] are set out in our criminal records information policy *as required under Data Protection Bill*], available [set out details of how the employee can access the policy/policies, eg from the HR department].

Further details on our approach to information retention and destruction are available in our data protection policy. Please contact Stephen Wright, at [stephen.wright@whitakerschocolates.com](mailto:stephen.wright@whitakerschocolates.com) or by phone 01756 792531 for further details

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

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 for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. If you require further information about the right to be forgotten, please contact Stephen Wright, at [stephen.wright@whitakerschocolates.com](mailto:stephen.wright@whitakerschocolates.com) or by phone 01756 792531

## **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**

We hope that Stephen Wright can resolve any query or concern you raise about our use of your information. If not, 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**

<b>The information we collect</b>	<b>How we collect the information</b>	<b>Why we collect the information</b>	<b>How we use and may share the information</b>
<b>Your name and contact details (ie address, home and mobile phone numbers, email address)</b>	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
<b>Details of your qualifications, experience, employment history (including job titles[, salary] and working hours) and interests</b>	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
<b>[Your name, contact details and details of your qualifications, experience, employment history and interests]</b>	[From you, in the completed application form and interview notes (if relevant)]	[Legitimate interest: to carry out a fair recruitment process]  [Legitimate interest: if you are unsuccessful in your application, your details may be passed on to an associated company to see if they have any suitable vacancies]	[To see whether an associated company has any suitable vacancies]
<b>Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs</b>	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
<b>Information regarding your criminal record</b>	From you, in your completed application form	To comply with our legal obligations  For reasons of substantial public interest[ (preventing or detecting unlawful acts,]	To make an informed recruitment decision  To carry out statutory checks  Information shared with



		suspicion of terrorist financing or money laundering in the regulated sector] and protecting the public against dishonesty)]	DBS and other regulatory authorities as required  For further information, see * below
<b>Details of your referees</b>	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**

<b>The information we collect</b>	<b>How we collect the information</b>	<b>Why we collect the information</b>	<b>How we use and may share the information</b>
<b>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 <input type="checkbox"/></b>	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
<b>Information regarding your academic [and professional] qualifications <input type="checkbox"/></b>	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
<b>[Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) <input type="checkbox"/></b>	<b>[From you and from the Disclosure and Barring Service (DBS)]</b>	<b>[To perform the employment contract]</b> <b>[To comply with our legal obligations]</b> <b>[Legitimate interest: to verify the criminal records information provided by you]</b> <b>[For reasons of substantial public interest[ (preventing or detecting unlawful acts,]</b>	<b>[To make an informed recruitment decision]</b> <b>[To carry out statutory checks]</b> <b>[Information shared with DBS and other regulatory authorities as required]</b>

		suspicion of terrorist financing or money laundering in the regulated sector] and protecting the public against dishonesty)]	[For further information, see * below]
<b>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information</b> <input type="checkbox"/>	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
<b>[A copy of your driving licence</b> <input type="checkbox"/>	[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 [set out details of policy on processing special categories of data, and, where relevant policy on criminal records information, as required under Data Protection Bill], available [set out details of how the employee can access the policy/policies, eg from the HR department].]