|  |  |
| --- | --- |
| **Application for Employment** |  |
| **External Applicants** |

**Please return your completed application form with a copy of your CV
to the HR Department at hrpoint@knowledgepoint.com**

**The information supplied on this form will be treated in confidence**

Applications received after the closing date will not normally be considered

|  |
| --- |
| **Applicant Information** |
| **Title** |  | **Surname** |  |
| **Other Names** |  |
| **Position Applying For:** |  |
| **Have you applied to KnowledgePoint before?** | Yes [ ]  | No [ ]  |
| **What was the position/s you previously applied for and date of application** |  |
| **If your application is successful and you are offered a role, when would you be available to start?** |  |
| **Notice Period** |  | **Salary desired** |  |

|  |  |  |
| --- | --- | --- |
| **Employment History** |  |  |
| **Starting with your most recent employment, briefly describe the main duties and responsibilities of the role you have held** |
| **Name of Company** |  | Start |  | End |  |
| **Address** |  |
| **Job Title** |  | Salary |  |
| **Brief description of duties, responsibilities and skills** |  |
| **Reason for leaving** |  |
| **Enter details of previous roles that you feel would most match the requirements of the position applied for as noted on your CV. If you have insufficient space, please continue on a separate sheet, ensuring that you write your name and the position applied for at the top of the page.** |
| **Name of Company** |  | Start |  | End |  |
| **Address** |  |
| **Job Title** |  | Salary |  |
| **Brief description of duties, responsibilities and skills** |  |
| **Reason for leaving** |  |
|  |
| **Name of Company** |  | Start |  | End |  |
| **Address** |  |
| **Job Title** |  | Salary |  |
| **Brief description of duties, responsibilities and skills** |  |
| **Reason for leaving** |  |

|  |
| --- |
| **Education and Training** |
| **Please tell us about your education and any qualifications which you feel are relevant to the post, including any courses you are attending. Please start with the most recent.** |
| School/College/Training Centre | Subject/Course studied | Qualification/Level | Date Attained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **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** |
|  |

|  |
| --- |
| **Knowledge/Skills** |
| **This section is for you to give specific information in support of your application. You should detail the skills, knowledge and experience you have gained necessary for the post. This need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application. Please also provide a statement of why you are interested in the post. If you have insufficient space, please continue on a separate sheet if necessary, ensuring that you write your name and the position applied for at the top of the page.** |
|  |

**Application for Employment: HR Section**

**Please note that this section of the form will be detached from the application before sending on to the Recruiting Manager.**

|  |  |
| --- | --- |
| **Position applied for** |  |
| **Personal Details** |
| **Title** |  | **Surname** |  |
| **Other Names** |  |
| **Address including postcode** |  |
| **Telephone Numbers** | Daytime |  | Mobile |  |
| **Email Address** |  |
| **The information below is required to ensure that you can be legally employed for the role you are applying for** |
| **If relevant to the post applied for,** do you hold a full, clean and current driving licence for the UK? | Yes [ ]  | No [ ]  |
| If you have answered No to the above, please provide details of the points on your licence and the reason for them |
|  |
| **Do you have any unspent convictions?** | Yes [ ]  | No [ ]  |
| If you have answered Yes to the above, please provide details / dates of offence(s) and sentence: |
|  |
| **Are there any restrictions regarding your employment in the UK i.e. do you require a Work Permit, visa, etc** | Yes [ ]  | No [ ]  |
| If you have answered Yes to the above, please provide details regarding the restrictions to your working in the UK i.e. what documents do you hold or have you applied for? |  |
| You will be required to provide evidence regarding eligibility to work in the United Kingdom as a condition prior to employment.  |
| **References** |
| **Please provide details of two references, one should be from your current or most recent employer** |
| **1) Contact Name / Job Title** |  |
| Company Name |  |
| Address |  |
| Telephone Number |  |
| Email Address |  |
| **May we contact this referee prior to interview?** | Yes [ ]  | No [ ]  |
| **2) Contact Name / Job Title** |  |
| Company Name |  |
| Address |  |
| Telephone Number |  |
| Email Address |  |
| **May we contact this referee prior to interview?** | Yes [ ]  | No [ ]  |

|  |
| --- |
| **Declaration** |
| I certify that to the best of my knowledge, all the questions on this form have been correctly answered. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in the termination of employment. |
| **Signature** |  | **Date** |  |
| KnowledgePoint undertakes to treat any personal information (that is, data from which you can be identified, such as your name, address, email address, etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 2018 (DPA 18) and under the General Data Protection Regulations (GDPR). This information will be used solely in the recruitment process. If your application for employment is unsuccessful, the Company will hold your data on file for 6 months after the end of the relevant recruitment process. If you are offered employment and you accept, this information will be held on file while you are employed by the Company and then for six years following termination of your contract. Full details about how we process, store, protect and retain your data are available in the Company’s Applicant Privacy Notice.Due to the potential number of enquiries we may receive for vacancies and the cost of processing/postage, regretfully it is not possible to enter into further correspondence with all applicants, unless a stamped addressed envelope accompanies the completed form, or you are invited to an interview. If you are invited for an interview, please let us know if any special arrangements or assistance are required. |

|  |  |
| --- | --- |
| **Media Monitoring** |  |
| Please can you advise us where and when you saw this post advertised i.e. Agency, web site, referred by employee, etc. Please tick | [ ]  Agency[ ]  Our web site[ ]  Job Board[ ]  Referral[ ]  Professional Association[ ]  Social Network[ ]  University/College Recruitment[ ]  Direct Contact[ ]  Other |
| If you were referred by a KnowledgePoint employee, please enter the name of the employee |  |

**Thank you for completing the application form**

**Please read the Privacy Notice for Job Applicants on the following pages**

KnowledgePoint is an equal opportunities employer. KnowledgePoint is an ISO9001, ISO14001, and ISO27001 certified Company and an Investor in People.

|  |  |
| --- | --- |
| **For HR Use Only** |  |
| Recruiting Manager |  |
| Date Provided to Recruiting Manager |  |
| Required for Interview (Y/N) |  |
| Interview Details |  |
| Application Status |  |

|  |  |
| --- | --- |
| **Privacy Notice** |  |
| **FOR JOB APPLICANTS** |

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

**Who is the Data Controller?**

KnowledgePoint Ltd is the data controller. This means it decides how your personal data is processed and for what purposes.

**Address of Company:** 612 Reading Road, Winnersh, Wokingham, Berkshire, RG41 5HE

**Registered Office:** 612 Reading Road, Winnersh, Wokingham, Berkshire, RG41 5HE

**What information does the Company collect?**

The Company 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 Company needs to make reasonable adjustments during the recruitment process;
* information about your entitlement to work in the UK; and
* equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Company collects 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 or other forms of assessment, which may include online tests.

The Company will also collect personal data about you from third parties, such as references supplied by former employers, and information from employment background check providers and from criminal records checks, if this is deemed relevant to the job role. The Company 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, but not limited to, email.

**Why does the Company process personal data?**

The Company needs to process data to take the relevant steps in the recruitment process, which will be at your request, prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Company 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 Company 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 Company to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. The Company may also need to process data from job applicants to respond to and defend against legal claims.

Where the Company relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Company processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Company processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

If applicable to the role, the Company will be obliged to seek information about criminal convictions and offences. Where the Company 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.

Normally, the Company will not use your data for any purpose other than the recruitment exercise for which you have applied. However, if your application is unsuccessful, the Company may keep your personal data on file in case there are future employment opportunities for which you may be suited. The Company will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

**Who has access to data?**

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR Department, interviewers involved in the recruitment process, managers in the business area with the vacancy, and IT staff if access to the data is necessary for the performance of their roles.

The Company will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Company will then share your data with former employers to obtain references for you, and if applicable to the role, employment background check providers to obtain necessary background checks.

The Company will not transfer your data outside the European Economic Area (EEA).

**How does the Company protect data?**

We take your privacy and protection of data very seriously. The Company has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the proper performance of their duties.

Consequently, we have put in place appropriate security measures to prevent unauthorised use of your personal data. Details of the measures which are in place can be requested on application. We will notify you and any applicable regulator of any suspected unauthorised use of your personal data.

Where the Company engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

**For how long does the Company keep data?**

If your application for employment is unsuccessful, the Company will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the Company to keep your personal data on file for longer, the Company will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period, or if you withdraw your consent, your data will be 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 as an employee of the Company will be provided to you in a new employee privacy notice.

**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 Company to change incorrect or incomplete data;
* require the Company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing; and
* ask the Company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Company's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the HR Department at HRPoint@knowledgepoint.co.uk.

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

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Company during the recruitment process. However, if you do not provide the information, the Company 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.