



Application for Employment

Please complete this form by hand and return to Justine.avis@premierenergy.co.uk

Part 1 - Personal Information

Title*	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Dr <input type="checkbox"/>	Other	
Name (Block Letters)							
Address							
Mobile							
Email							
Do you require a work permit for the UK?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
<small>Note the company will require proof of this right before an offer of employment can be confirmed</small>							

Please tell us about any reasonable adjustments we may need to make to assist you at interview

*Not mandatory



Application for Employment

Part 3 - Employment Details

Present or latest job

Job Title	Starting Date	Earnings	Leaving Salary	Main Duties & Responsibilities
				Please give details of your main duties and responsibilities on your CV
Employer's Name	Address		Notice Required	

Previous Job History

Dates (Month & Year) From - To	Employer's Name	Job Title and Salary/Earnings	Main duties & responsibilities and reason for leaving

Please let us know of any conditions, which may affect your ability to carry out your role or your health and safety?



Application for Employment

Part 4 - Experience and Achievements

Please describe your achievements including any interests or external activities that support your application (e.g. hobbies, community work etc). Try to show how you meet the job requirements. Please continue on a separate sheet if necessary.

Part 5 – Criminal Convictions

Do you have any unspent criminal convictions? Yes No

You do not have to tell us about any convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) or about any cautions, reprimands or final warnings.

If you declare that, you have an unspent conviction we will contact you for further information. Declaring a conviction will not necessarily bar you from being offered a job with us however, failure to disclose something that we later become aware of could result in disciplinary action.



Application for Employment

Part 6 - Referees

Please give the name and address of two business references, one of whom should normally be your current/last employer. No approach will be made to your current employer before an offer of employment is made to you.

Name & Title	Email Address and Telephone Number

Part 7 - Declaration

I understand that any false information or omissions may disqualify my application.

I certify that the information is true and complete.

Signed: _____

Date: _____



Application for Employment

General Data Protection Regulations 2018 – Recruitment and Selection

We will only use your personal information to administer your application for employment.

Personal Data We Collect

We collect the following personal data relating to your employment application:

Contact details (Name, Address, Mobile and Email)

Qualifications

Employment history

How We Use Personal Data

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

How Long We Will Hold Personal Data

Unsuccessful candidate's data will be held for a maximum period of 6 months and then it will be confidentially destroyed.

Reasons We Share Personal Data

We will not normally share personal data with anyone 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.

How We Protect Your Personal Data

We have password 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.

Our Privacy Notice is available on request or can be found at www.premierenergy.co.uk