



Office based staff Application for Employment

Return Completed Form To:	Pina Hunter (HR Manager), Tercon Limited, Dean Road, Avonmouth, Bristol, BS11 8AT or email to: pina.hunter@tercon.co.uk		
PRIVATE AND CONFIDENTIAL	Please complete in BLOCK CAPITALS		
Position applied for:			
A. PERSONAL PARTICULARS			
Full Name: Mr/Ms/Mrs/Miss			
Date of Birth:	Telephone Number (including STD Code)		
Address:	Home:		
	Mobile:		
	Business:		
			(Tick box if you do not want to be contacted at work). <input type="checkbox"/>
Is this your permanent address:	Yes/No		
			Applicants will be required to provide documentary evidence of their right to work in the UK
e-mail address:			
N.I. Number:	Do you have the right to work in the United Kingdom?		Yes/No

B. EDUCATION AND QUALIFICATIONS

QUALIFICATIONS: Please give details of examinations attempted and results (including any examinations failed)

Name(s) and Address(es) of School(s)/College(s)	Dates		Subject/Courses Studied & Level	Examination Result/ Grade (include any examinations failed)
	From	To		

FURTHER AND HIGHER EDUCATION:

Please give details of all further and higher education since leaving school including training courses and details of qualifications.

University/College/ Institute Attended	Dates		Subjects Studied Type of Training	Qualifications Obtained
	From	To		

Other qualifications:

C. EMPLOYMENT HISTORY

Please list starting with the most recent, all the organisations for which you have worked during the last 20 years:

Name(s) and Address(es) of Employer(s)	Dates		Position Held/ Main Duties	Starting/ Leaving Salary	Reason for Leaving
	From	To			

HEALTH QUESTIONS	
General Health (Please circle round YES or NO)	
Do you suffer from any of the following:	
Fainting attacks and/or giddiness	Yes / No
Fits or blackouts	Yes / No
Epilepsy	Yes / No
Defective eyesight not corrected by glasses	Yes / No
Have you any chest problems, such as periods of breathlessness, wheezing, chest tightness or persistent coughing?	Yes / No
Do you suffer from deafness not corrected by hearing aid(s)	Yes / No
Are you currently having any treatment or medicine prescribed by a doctor or self-prescribed medicines or tablets	Yes / No
If Yes to questions above, please give details below:	
In the last 2 years have you been off work because of injury or illness	Yes / No
If Yes, how many working days did you lose and what was the reason?	
Do you have any holidays arranged:	Yes / No
If Yes, please give further information:	
Do you have any commitments which might limit your working hours?	Yes / No
If Yes, please give details:	
Have you ever been convicted of a criminal offence: (which is not a spent conviction under the Rehabilitation of Offenders Legislation).	Yes / No
If Yes, please give further information:	
Salary/Wage Expected:	£
How much notice are you required to give to leave your present employment?	
Have you worked for Tercon Ltd before? If Yes, give details of reason for leaving:	Yes / No Reason(s)
Please list your interests, sports, hobbies, etc.	
Do you have a current full driving licence?	Yes / No
Does your licence have any current endorsements or penalties? If Yes, please give further information:	Yes / No
Do you have you own transport to get to and from work	Yes / No

D. REFERENCES

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must normally be a previous employer).

Can we approach your present/most recent employer? Yes / No

(Tick in box if you do not wish your employer to be contacted before an offer of employment is made)

Name, Position, Address and Telephone Number	Name, Position, Address and Telephone Number
Email address	Email address

DECLARATION OF APPLICANT

I have read the Tercon Ltd – Recruitment Privacy Policy and I consent to Tercon Ltd using and keeping the information I have provided on this application, or elsewhere, being used in accordance with the Policy. I also confirm that the information given in this application is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

Signed:		Dated:	
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Please provide your current CV with this application form if one is available



TERCON LTD – RECRUITMENT PRIVACY POLICY

All of the information you provide during the process will only be used for the purpose of progressing your application or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You do not have to provide what we ask for but it might affect your application if you do not.

Application stage

As an employer, the Company needs to request, keep and process information about you for normal employment purposes. The information we hold and process will be used for management and administrative use. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. This includes using information to enable us to comply with your employment contract, to comply with any legal requirements, pursue the legitimate interests of the Company and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

Much of the information we hold will have been provided by you but some may come from other sources, such as your manager, or in some cases, external sources, such as referees.

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team will have access to all of this information.

The sort of information we hold will include your initial application form and references, your contract of employment and any amendments to it; correspondence with or about you (such as letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary); information needed for payroll, benefits and expenses purposes; contact and emergency contact details; records of holidays, sickness and other absence; records relating to your career history, such as training records, appraisals, other performance measures and where appropriate, disciplinary and grievance records.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our recruitment team in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

Where necessary, we may keep information relating to your health, which could include reasons for absence, GP reports and notes. The information will be used in order to comply with our health and safety and occupational health obligations in order to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage statutory sick pay.

You will be referred to in many company documents and records that are produced by you and your colleagues in the course of carrying out your duties and the business of the company. You should refer to the Data Protection Policy which is available in the Employee Handbook or, on request, from the HR department at Tercon Ltd, Dean Road, Avonmouth, Bristol, BS11 8AT.

We will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you. For instance, the company will need to pass on certain information to the company pension administrators for you to join the scheme.

Assessments

Tercon Ltd might ask you to attend an interview. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by Tercon Ltd.

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained in our talent pool for a period of six months. If you say yes, we would proactively contact you should any further suitable vacancies arise.

Conditional offer

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- We will contact your referees, using the details you provide in your application, directly to obtain references
- We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work.

If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work

Occupational Health

As part of our recruitment process, we will ask you to complete health questions in the Company application form which will help to determine if you are fit to undertake the work that you have been offered.

Information you provide will be held by our HR department who will advise if further information is required from a health professional such as your GP.

If you decline taking this process further, then this could affect your job offer.

The Company takes the health of employees very seriously and all employees complete an annual health self-assessment questionnaire throughout employment so that any health developments can be identified and dealt with accordingly.

Your completion and signed submission of the Company application form confirms that you agree to this term of employment.

How long is the information retained for?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment.

This includes your fitness to work records, records of any security checks and any references. Pension and medical records will be kept in accordance with legal requirements.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the campaign.

Information generated throughout the assessment process, such as interview notes, is retained by us for 6 months following the closure of the campaign.

Equal opportunities information is retained for 6 months following the closure of the campaign whether you are successful or not.

How we make decisions about recruitment?

Final recruitment decisions are made by hiring managers and members of our recruitment team. All of the information gathered during the application process is taken into account.

You are able to ask about decisions made about your application by speaking to your contact within our recruitment team or by emailing; pina.hunter@tercon.co.uk

Your rights

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA), you have rights as an individual which you can exercise in relation to the information we hold about you.

You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

Where we are processing data based on your consent, you have the right to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

Access to personal information

Tercon Ltd tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to the Tercon Ltd for any personal information we may hold you need to put the request in writing addressing it to our HR department, or writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the HR department.

SHOULD YOU BE SELECTED FOR INTERVIEW,
KINDLY ENSURE YOU HAVE THE FOLLOWING
AVAILABLE:

**ID REQUIREMENTS (ORIGINALS ONLY –
PHOTOCOPIES WILL NOT BE ACCEPTABLE)**

1. CURRENT SIGNED UK DRIVING LICENCE – Old Style
(PAPER VERSION)

OR

2. CURRENT SIGNED UK DRIVING LICENCE – New Style
(PHOTO CARD & COUNTERPART)
3. CURRENT AND VALID SIGNED PASSPORT
4. CURRENT UTILITY BILL/BANK OR BUILDING SOCIETY
STATEMENT (TO VERIFY CURRENT ADDRESS)

**QUALIFICATIONS (ORIGINALS ONLY –
PHOTOCOPIES WILL NOT BE ACCEPTABLE)**

1. CURRENT CERTIFICATES AND CARDS
2. EXPIRED CERTIFICATES AND CARDS (PLANT ONLY) IF
AVAILABLE