



KOLORCRAFT
GROUP

**application for
employment**
introduction

Important

complete this form electronically and email to careers@kolorcraft.com or print, complete and return by post to the HR Department at the address below.



KOLORCRAFT
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**application for
employment**
confidential

position applied for

Job title

Closing date

please print in block capitals

Your full name

Address

contact

Mobile
No

Email
Address



KOLORCRAFT GROUP

important note

Thank you for requesting an Application. Please read the following notes before completing the form. If you require assistance with this form, feel free to contact us at the address on page 1.

please

- read any associated additional information before completing the form.
- complete the form using black/dark blue ink or type for photocopying purposes.
- Give all the required information about yourself and tell us why you think you are suitable for the job.
- Return to the address below on or before the closing date.

references

It is our policy to take up references for short-listed candidates. Please give names and addresses of two referees who know you well enough to comment on your suitability for the post. One of them must be your present or most recent employer. If you have not been previously employed, give the name of a responsible person who knows you well, but is not a relative.

Give your former name if different from that above, to ensure we are asking for the correct reference.

Do you need a work permit to take up employment in the UK? (YES or NO)

referees

Name

Name

Status / Job title

Status / Job title

Address

Address

Tel no

Tel no

No approach will be made to your present employer before an offer of employment is made to you.



education and qualifications

Please give details of your education and qualifications. Make sure you include professional qualifications.

Qualification	Results / grades	Where obtained

training

List all training courses undertaken including practical, in-house, commercial, and special training courses. Include any apprenticeships, training schemes, evening classes and adult education.

Course and training details	Results / grades	Where obtained

declaration

Do you have any unspent convictions? Please list any unspent convictions below - Declaration subject to 'The Rehabilitation of Offenders Act 1974 (YES or NO)

[Redacted]

availability

Please tell us if there are any dates when you will not be available for interview.

[Redacted]

employment history

List below present and past employment, beginning with your most recent.

Name and address of employer	Date from / to	Salary	Notice Period
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[Redacted]	[Redacted]	[Redacted]	[Redacted]
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Job title : describe the work you did

[Redacted]

Reason for wishing to leave

[Redacted]



employment history (contd.)

Name and address of employer

Date from / to

Salary

Notice Period

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Job title : describe the work you did

Reason for wishing to leave

Name and address of employer

Date from / to

Salary

Notice Period

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Job title : describe the work you did

Reason for wishing to leave



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additional information

Please tell us why you applied and give examples of things that you have done that make you particularly suited to the role. (Continue on a blank sheet if necessary)

How did you learn of this vacancy?

I DECLARE THAT THE INFORMATION I HAVE GIVEN IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I ACCEPT THAT PROVIDING DELIBERATELY FALSE INFORMATION OR WITHHOLDING RELEVANT INFORMATION MAY RESULT IN THIS APPLICATION BEING UNSUCCESSFUL, ANY OFFER BEING WITHDRAWN OR DISMISSAL. (YES or NO)

Signed

Date

for office use only

Date Received:	Qualifications checked:
Reason for de-selection: 1. Experience 2. Qualifications 3. Training 4. Knowledge 5. Circumstances 6. Dispositions 7. Skills	References taken up by telephone or writing: Comments:

JOB APPLICANT PRIVACY NOTICE

As part of our recruitment process, Kolorcraft collects and processes personal data relating to job applicants and is committed to being transparent about how it collects and uses that data in line with data protection legislation.

What information does Kolorcraft collect?

Kolorcraft 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 business 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;

Kolorcraft collects this information in a variety of ways, such as:

- Application forms;
- CVs;
- Copies of your passport & other identity documents;
- Information collected through interviews or other forms of assessment (such as telephone assessments).

Kolorcraft will also collect personal data about you from third parties, such as:

- References supplied by former employers;
- Information from employment agencies.
- Information sent via Job Boards

Kolorcraft may seek information from former employers only when 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:

- Your application record
- HR management systems;
- IT systems (including email).

Why does Kolorcraft process personal data?

- Kolorcraft needs to process data to take steps 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.
- Kolorcraft needs to process data to ensure that it complies with its legal obligations such as being required to check a successful applicant's eligibility to work in the UK before employment starts.
- Kolorcraft 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 Kolorcraft to:

- Manage the recruitment process;
- Assess and confirm a candidate's suitability for employment;

- Decide to whom to offer a job;
- Respond to and defend against legal claims.

Where Kolorcraft relies on legitimate interests as a reason for processing data, it will consider whether or not those interests are overridden by the rights and freedoms of applicants, employees or workers.

Kolorcraft will process 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 Kolorcraft 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.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes:

- HR staff
- Interviewers involved in the recruitment process
- IT staff

Kolorcraft will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Kolorcraft will then share your data with former employers to obtain references for you

Kolorcraft will not transfer your data outside the European Economic Area.

How does Kolorcraft protect data?

Kolorcraft takes the security of your data seriously. Internal policies and controls are in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does Kolorcraft keep data?

If your application for employment is unsuccessful, Kolorcraft will hold all your personal data on file for six months for future recruitment rounds. After six months, or if you withdraw your consent beforehand, all of your data is deleted or destroyed with the exception of the minimum amount legally required to protect the company against potential employment tribunal claims arising out of the recruitment process which will be retained for 12 months.

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 will be provided to you in a new Employee Privacy Notice.

Personal Data included in unsolicited CVs

We will either:

- Immediately delete or destroy all personal data received; or
- Send the applicant a copy of this Privacy Notice and will retain the CV and the personal data for six months

Third Party Recruiters

Where Kolorcraft uses third-party recruiters, for example a recruitment agency, where the recruiter processes applicant data on behalf of Kolorcraft, the recruiter will be a "processor" and will itself have obligations under GDPR. Kolorcraft will ensure that its relationship with the recruiter meets the requirements of the GDPR, to ensure the protection of the rights of the data subjects.

Where we use Job Boards they act as a Data Controller for the data that they have collected. Kolorcraft is a separate Data Controller for the CV's and Profiles that we receive from the Job Board.

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 Kolorcraft to change incorrect or incomplete data;
- require Kolorcraft 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 Kolorcraft is relying on its legitimate interests as the legal ground for processing; and
- object to the retention of your data after an unsuccessful application for employment, where Kolorcraft has relied on its legitimate interests as the legal basis for retention
- ask Kolorcraft to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override Kolorcraft's legitimate grounds for processing data.

As a candidate, you have the right under GDPR not to be subject to a decision based solely on automated processing, for example automated shortlisting where candidates without a particular level of qualification are automatically filtered out before the applications are considered by the recruiters. Under GDPR, Kolorcraft can use automated decision-making only if it is:

- necessary for entering or performing a contract, which could be the case if there is an exceptionally large volume of applications for each vacancy; or
- authorised by law; or
- with the candidate's explicit consent.

Where Kolorcraft does use automated decision-making, it will advise candidates of this in the information notice. Candidates retain the right to an alternative means of making the decision, using human intervention.

If you would like to exercise any of these rights, please contact the HR department at careers@kolorcraft.com.

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

What if you do not provide personal data?



You are under no statutory or contractual obligation to provide data to Kolorcraft during the recruitment process. However, if you do not provide the information, Kolorcraft may not be able to process your application properly or at all.