WAYMADE PLC	**APPLICATION FORM** **PERSONAL INFORMATION** (CONFIDENTIAL)

Thank you for considering career opportunities with Waymade Plc.
Please complete all sections of the form below in full

Position applied for:	**Hours available to work:**
	Mon [ ] Tue [ ] Wed [ ] Thurs [ ] Fri [ ] Full Time (32 hrs or over) [ ] Part time (under 32 hrs) [ ]
If you require additional support as part of the application and interview process, we are happy to provide **reasonable adjustments** to help you to be at your best. Please use the space below if you can, or else let HR know by phone or email	

Please tick the relevant boxes where indicated

1. Personal Details			
Title	First Name	Preferred Name (if different)	Surname

Address			
Post Code		Home	
E-Mail		Mobile	

2. General				
Please note: To enable us to comply with our obligations under the Immigration, Asylum and Nationality Act 2006, you will be asked to provide original proof of your right to work in the United Kingdom. You will be given details of the original documents which are required at the appropriate time. In the meantime, please answer the following questions.				
Do you have the right to work in the UK?	Yes		No	
Do you have a time limit on your current permission to work in the UK?	Yes		No	
If yes, what is the expiry date:	_____			
& do you plan on renewing it?	Yes		No	

3. Employment History
Please give an overview of all jobs held including part time and unpaid work, starting with your current or most recent employer. Include any periods where you were unemployed or had a career break on a separate sheet.
If necessary, please continue on the last page, giving page number and using the same title headings

Most Recent or Current Employment				
Date From DD/MM/YYYY	Date To DD/MM/YYYY	Employer Name and Full Address	Job Held and Brief Description of Duties	Reason for Leaving & Notice period

Employment History (Continued) including any periods of education, career break or unemployment				
Date From DD/MM/YYYY	Date To DD/MM/YYYY	Employer Name and Full Address	Job Held	Reason for Leaving

4. Education, Technical and Professional Qualifications
If you declare you have qualifications, we may require evidence of qualifications stated (originals) and reserve the right to verify the authenticity of those qualifications.
If necessary, please continue on the last page, giving page number and using the same title headings

Name of School, Institute or Professional Body	Qualification	Grade if applicable	Can you provide evidence (yes or no)

5. Personal Development			
Include any courses, memberships, voluntary work or responsibilities you consider relevant outlining the skills and competencies you have gained which are relevant to your application.			
If necessary, please continue on the last page, giving page number and using the same title headings			
Description (course, voluntary work, membership etc)	Overview / Details	Skills & Competencies gained	Further Information (including if it is ongoing or has a time limit/expiry)
Any other details you consider relevant:			

6. Rehabilitation of Offenders
Except those 'spent', please state any criminal convictions under the Rehabilitation of Offenders Act 1974. If none, please state 'None':

7. Other				
Do you have a current Disclosure Barring Service (DBS)?	Yes		No	
Do you hold a full and current driving license, valid in the UK?	Yes		No	
How do you plan to get to/from work?	**Walk**		**Drive**	
Public Transport	**Cycle** (including e-scooters)		**Other** (e.g. lift or car share)	
Have you previously worked for us? If yes, when and in what capacity?				

Please use this space to outline how you meet the job description and person specification, give any other information you feel is necessary to support your application including your reasons for applying:

Please state any other positions you might consider:

8. General Data Protection Regulations (GDPR)

The GDPR does not affect the requirements to keep recruitment records. This is a legal requirement and is provided for under both the Data Protection Act and GDPR.
The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.
If you succeed in your application and take up employment with us, the information will be used in the administration of your employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.
We may check the information collected with third parties or with other information held by us. We may also use or pass information to third parties to prevent or detect crime, to protect public funds, or in other ways as permitted by law.
By signing the application form you confirm that you agree to the processing of your personal data (including special category data) in accordance with our registration with the Information Commissioner's Office.
We will collect and process information relating to the Employee in accordance with the privacy notice, a copy can be provided on request.

If you are unsuccessful in your application Waymade would like to keep your application on file for a period of 12 months in case other opportunities arise.

Opt-In: If you wish us to keep your details on file, please tick the box ☐

9. Declaration

I confirm that:

- All the information given is complete and accurate to the best of my knowledge
- I possess the qualifications which I claim to hold
- I have no criminal convictions other than any treated as spent under the provision of the Rehabilitation of Offenders Act 1974 and those disclosed on this form
- I understand Waymade Plc is authorised to use reasonable checks to determine if I am authorised to work in the UK
- I note the information I provide may be held or processed in accordance with the company's Privacy Policy and in line with Data Protection legislation

I understand any deliberate misleading or falsification of information or failure to disclose relevant information may result in my application being rejected, any offer of employment withdrawn, or, if appointed, may result in my dismissal.

Signed	
Print Name	Date

Please return your completed form to: hr@waymade.co.uk or post to: Human Resources, Waymade Plc, Monarch House, Miles Gray Road, Basildon, Essex, SS14 3RW

10. Further Details / Continuation		
Page Number	**Title Heading**	**Further Details**