



# APPLICATION FOR EMPLOYMENT

(Private & Confidential when completed)

# Furniss

## 1. Position

Position applied for:

Location:

How did you hear of this vacancy?

## 2. Applicant's Details

Surname:

Forenames:

Address  
(including post code):

Home Telephone No:

Mobile Telephone No:

National Insurance No:

Email Address:

Criminal convictions: Please state any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state:

## 3. Employment History

Please start with your most recent employment. Briefly describe the key activities & responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in *Section 5: Supporting Statement*.

Name & address of current/most recent employer:

Job Title:

From:

To:

Key Activities & Responsibilities:

Reason for leaving:

Current/leaving  
salary/hourly rate:

How much notice do you need to give your current employer?



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**3. Employment History (continued)**

Name & address of previous employer:					
Job Title:		From:		To:	
Key Activities & Responsibilities:					
Reason for leaving:					
Name & address of previous employer:					
Job Title:		From:		To:	
Key Activities & Responsibilities:					
Reason for leaving:					
Name & address of previous employer:					
Job Title:		From:		To:	
Key Activities & Responsibilities:					
Reason for leaving:					

**4. Education, Training & Development**

Please start with your most recent education, training & development activities. If you wish to expand on specific areas, please do so in *Section 5: Supporting Statement*.

Dates		Name & address of school, college or training provider	Qualification & grade achieved
From	To		



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## 5. Supporting Statement

After reading the job description and person specification, please say why you are applying for the position and tell us how you meet the requirements of the job. Highlight any knowledge, experience and skills that you consider relevant to the position you are applying for.

CVs are not accepted as a substitute for completing this section. If you wish to provide further information, please continue on no more than two separate sheets of A4 paper.



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## 6. References

Please provide the names and addresses of two referees (not friends or relatives). You should ensure that personal references are not used. One should be your present employer, or if you are unemployed your last employer, or if you are in full time education your tutor. The second referee should be able to comment on your skills and abilities in relation to the job you have applied for.

Name:		Name:			
Address:		Address:			
Tel No:		Tel No:			
Relationship:		Relationship:			
Contact before interview?	Yes	No	Contact before interview?	Yes	No

## 7. Arrangements for Interview

Are there any arrangements that we can make for you if you are called for interview?	<b>Yes</b>	<b>No</b>
If YES please specify:		

## 8. Data Protection

In accordance with the General Data Protection Regulation ("GDPR") and the Data Protection Act 2018, the information provided on this form will be used in the Company's recruitment and selection process and may be disclosed to all those who need to see it. This information may be held in paper or electronic form. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the Application Form will be destroyed after six months. Your personal information may be stored in different places, including on your application record, in the Company's HR management system and in other IT systems, such as the e-mail system.

The purposes for which we are processing, or will process, your personal information are to:

- manage the recruitment process and assess your suitability for employment or engagement;
- decide to whom to offer a job;
- comply with statutory and/or regulatory requirements and obligations, e.g. checking your right to work in the UK;
- comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations;
- ensure compliance with your statutory rights;
- ensure effective HR, personnel management and business administration;
- monitor equal opportunities;
- enable us to establish, exercise or defend possible legal claims;



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We will only use your personal information for the purposes for which we collected it, i.e. for the recruitment exercise for which you have applied. However, if your job application is unsuccessful, the Company may wish to keep your personal information on file in case there are future suitable employment opportunities with us. We will ask for your consent before we keep your personal information on file for this purpose. Your consent can be withdrawn at any time.

Your personal information may be shared internally within the Company for the purposes of the recruitment exercise, including with members of the HR department, members of the recruitment team, managers in the department which has the vacancy and IT staff if access to your personal information is necessary for the performance of their roles.

The Company will not share your personal information with third parties during the recruitment process unless your job application is successful and we make you an offer of employment or engagement. At that stage, we may also share your personal information with third parties (and their designated agents), including:

- external organisations for the purposes of conducting pre-employment reference and employment background checks;
- former employers, to obtain references;
- professional advisors, such as lawyers.

We may also need to share your personal information with a regulator or to otherwise comply with the law.

Where you have provided your consent to the processing of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. This will not, however, affect the lawfulness of processing based on your consent before its withdrawal. If you wish to withdraw your consent, please contact the HR department on 01208 265830 or at [careers@propercornish.co.uk](mailto:careers@propercornish.co.uk). Once we have received notification that you have withdrawn your consent, we will no longer process your personal information for the purpose you originally agreed to, unless we have another legal basis for processing.

If you believe that the Company has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office (ICO) at any time. The ICO is the UK supervisory authority for data protection issues.

## 9. Declaration

I hereby declare that to the best of my knowledge, all the information given by me is correct, and that I possess all the qualifications I have listed on this form. I agree that Proper Cornish has the right to validate any of the information provided.

I understand that any false statements could result in my dismissal if appointed. I confirm that I am legally eligible to work in the United Kingdom.

I confirm that I have read and understood Section 8: Data Protection.

Signature		Date	
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When completed, please return this form to:

HR Manager  
**Proper Cornish Ltd.**  
Western House, Lucknow Road,  
Bodmin, Cornwall PL31 1EZ