



Gosprey Ltd
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Cleaning Job Application

The following information will be treated in the strictest confidence

Position applied for - _____

Location - (Luton/Dunstable/Leighton Buzzard/Milton Keynes/
Other _____ Please state as in advertisement)

Title - (Mr, Mrs, Miss, Ms etc.) - _____

Full Name - _____

Current Address - _____

Post Code - _____

Telephone Number - _____ Mobile Number - _____

Email Address - _____

National Insurance Number -

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

Do you hold a current driving licence - (Yes/No) Endorsements - (Yes/No) (delete where applicable)

If Yes, please give full Details - _____

Are you willing to work overtime, weekends and Bank Holidays if required ((Yes/No) (delete where applicable)

Have you applied for employment with Gosprey Ltd Before - (Yes/No) (delete where applicable)

If you are appointed to this position when can you start work, please give earliest date - __/__/____

Do you have to right to work in the UK - (Yes/No) (delete where applicable)

The Immigration, Asylum and Nationality Act 2006 requires us to seek proof of your right to work in the UK.

If you are invited to interview please bring with you the original of the following:-

Full birth certificate and if applicable Marriage Certificate or GB or EEA Passport or Work permit or Certificate of Registration or Certificate of Naturalization as a British Citizen

As well as evidence of NI No. e.g. P45, P60, old pay slip.

Are you involved in any activity which might limit your availability to work or your working hours e.g., local government? Yes / No

If YES, please give full details:

Are you subject to any restrictions or covenants which might restrict your working activities? Yes / No

If YES, please give full details:

If offered employment, you will be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before starting employment? Yes / No

Education and Qualifications (general)

| Establishment | Qualifications Gained | Grade or Level if applicable |
|----------------------|------------------------------|-------------------------------------|
| | | |

Training and Qualifications (relevant to Job applied for)

| Establishment | Qualifications Gained | Grade or Level if applicable |
|----------------------|------------------------------|-------------------------------------|
| | | |

Employment History - Details of last three jobs

| Name and Address | Position Held | Dates & reason for leaving | Responsibilities |
|-------------------------|----------------------|---------------------------------------|-------------------------|
| | | | |
| | | | |
| | | | |

Have you been convicted of any criminal offence, which are not yet spent under the Rehabilitation of Offenders Act 1974 - (Yes/No) (delete where applicable)

If Yes please give details - _____

Please say why you are interested in this position and give any other details about yourself which might help with this application -

Do you have any holidays booked (Yes/No) (delete where applicable)

If Yes please give Dates - _____

Please note that if you are successful and appointed to this position, Gosprey Ltd pay all their staff salaries into their bank account (this must be a bank account with you named on it) by BACS, you will be required to bring these details with on your induction, you will also need to bring if you have one a p45 (if not we will supply you with a P46)and original along with copies of “right to work” documentation (copies of passport must include the cover as well as photograph page)

Declaration

I declare that the information given in this form 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. I understand these details will be held in confidence by the Company, in compliance with data protection legislation and as set out in the Company's Employee/Candidate Privacy Notice. I undertake to notify the Company immediately of any changes to the above details.

Signed - _____ Date - ___/___/___

Referees (one should be recent or current Employer and the other relative or friend)

| Recent or current Employer | Relative or Friend |
|--|--|
| Name - | Name - |
| Job title - | Relationship - |
| Company - | Email address - |
| Email address - | Telephone Number - |
| Telephone Number - | Address - |
| Address - | |
| | |
| Post Code | Post Code |
| OK to contact by email or phone Yes/No | OK to contact by email or phone Yes/No |

Candidate Privacy Notice

Agreement

I, _____ [**Your Name**] acknowledge that on _____
[**Date**], I received a copy of Gosprey Ltd Privacy Notice for employees/candidates, workers and contractors which I have read and understand.

Signature

Name

Candidate Privacy Notice - Please retain for your records

Categories of personal data we process

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, personal email addresses; date of birth; gender; marital status and dependants
- Next of kin and emergency contact information
- National Insurance number
- Bank account details, payroll records and tax status information
- Salary, annual leave, pension and benefits information
- Start date
- Copy of driving licence
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- Employment records (including terms and conditions of employment, work history, working hours, training records and professional memberships)
- Compensation history
- Performance information including appraisals and performance improvement plans
- Details of any disciplinary and grievance proceedings you have been involved in
- Details of any leave you have taken including holidays; sickness; family and parental leave.
- CCTV footage
- Information obtained through electronic means such as swipe card records and biometric means of identification
- Information about your use of our information and communications systems
- Photographs
- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Information about your health, including any medical condition, health and sickness records and details of any disability for which we may need to make reasonable adjustments
- Genetic information and biometric data
- Information about criminal convictions and offences

Sources of personal data

We collect personal information about you through the application and recruitment process, either directly from you or from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers and credit reference agencies.

We also collect additional personal information in the course of job-related activities throughout the period you are working for us.

Our lawful bases for processing your data

We will use your personal information in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests or those of a third party and your interests and fundamental rights do not override those interests.

Our purposes for processing your data

- **Making a decision about your recruitment or appointment**
- **Determining the terms on which you work for us**
- **Checking you are legally entitled to work in the UK**
- **Paying you and, if you are an employee, deducting tax and National Insurance contributions**
- **Liaising with your pension provider**
- **Administering the contract we have entered into with you**
- **Business management and planning, including accounting and auditing**
- **Conducting performance reviews, managing performance and determining performance requirements**
- **Making decisions about salary reviews and compensation**
- **Assessing qualifications for a particular job or task, including decisions about promotions**
- **Gathering evidence for possible grievance or disciplinary hearings**
- **Making decisions about your continued employment or engagement**
- **Making arrangements for the termination of our working relationship.**
- **Education, training and development requirements.**
- **Dealing with possible legal disputes involving you, or other employees, workers and contractors, including accidents at work**
- **Ascertaining your fitness to work**
- **Managing sickness absence**
- **Complying with health and safety obligations**
- **To prevent fraud**
- **To monitor your use of our information and communication systems to ensure compliance with our IT policies**
- **To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution**
- **To conduct data analytics studies to review and better understand employee retention and attrition rates**
- **Equal opportunities monitoring**

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information

Who has access to your data

We may share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

Recipients of your data may include third-party service providers (such as payroll and pensions providers); other related business entities; a regulator or to otherwise comply with the law.

Where we do so, we will require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Security of your data

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How we decide how long to retain your data

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Your rights

You have the right to:

- Request access to, and a copy of, your personal information
- Request correction of the personal information that we hold about you
- Request erasure of your personal information.
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

If you believe we have not complied with your rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

If you do not provide personal data, it is likely to be impossible for Gosprey Ltd to enter into, or to continue with, an employment relationship with you.

Automated decision-making

Gosprey Ltd may make use of electronic automated decision-making systems. We would only do so in the following circumstances:

- where we have notified you of the decision and given you 21 days to request reconsideration.
- where it is necessary to perform the contract with you and appropriate measures are in place to safeguard your rights.
- in limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights.

Employment decisions are not based solely on automated decision-making.

Changes to this Privacy Notice

Gosprey Ltd reserves the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.