

DENBY TRANSPORT LIMITED
JOB APPLICATION FORM

Page to be completed by all applicants please

Personal Details

Full Name		For office use
Address		
Telephone/mobile		
E-mail address		

Have you a current UK passport:	Yes / No Expiry Date:
National Insurance Number	
Are you legally eligible for work in the U.K.?	Yes / No
If you are not a UK or European national, please state your work permit number	
Disclosure and Baring Service checks are required for some positions or specific types of work. Would you be willing to provide a recent DBS check if necessary?	Yes / No

Length of notice required by present Employer	
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Please give details of two references	
When would you like us to take up references?	At anytime
	Only if position offered
Name:	Name:
Address:	Address:
Telephone:	Telephone:
E-mail:	E-mail:

Do you require any special arrangements if you are offered an interview?	Yes / No
If yes, please provide details:	

If offered this position will you continue to work in any other capacity?	Yes / No
If yes, please provide details:	

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Driving experience & licence details

Licence no:		UK Licence: (Yes/No)	
Date ordinary driving test passed:		Expiry date:	

List endorsements or bans			
Date	Conviction Category	Penalty points/period of ban	Fine imposed £

Have you ever been disqualified from driving or convicted of any motoring offence or is any prosecution pending?	Yes / No
Have you ever had any motor vehicle insurance you hold or have held, declined, cancelled or refused?	Yes / No

Do you have a DVLA notifiable condition?	Yes / No
If so have the DVLA been informed of the condition?	Yes / No
Are you currently suffering from any other disability that could affect your driving ability?	Yes / No

If yes to any of these questions please describe and state how long the disability is expected to continue:

Are you willing to have a medical examination?	Yes / No	
Are you currently taking any medicine that could affect the safe performance of your job?	Yes / No (If yes please provide details below)	
Date	Condition	Medication

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Training record

**If you would like us to consider any training or qualification please give details here
[see page 4 for commercial driver and fork truck qualifications]**

Date(s) of Training	Course attended or nature of instruction given	Location

Any other relevant items

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Previous employment [Most recent first]

From:	To:	Employed as:
Name of Employer		
Address		
Reason for leaving		

From:	To:	Employed as:
Name of Employer		
Address		
Reason for leaving		

From:	To:	Employed as:
Name of Employer		
Address		
Reason for leaving		

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Page to be completed by commercial drivers and fork truck drivers only please – other applicants go to page 5

Qualifications and skills

LGV License	Yes / No	Date passed		LGV Classes held:
		Renewal date:		
ADR License	Yes / No	Renewal date:		ADR Classes held:
FLT License	Yes / No	Renewal date:		FLT License type:

Additional driving qualification [please specify]

Left hand drive experience?	Yes / No	Load & secure vehicles and machinery?	Yes / No
International experience?	Yes / No	Roping & Sheeting experience?	Yes / No
Do you have a current EHIC?	Yes / No	Do you have a current A1 form?	Yes / No

List any vehicle related convictions not already documented on page 2	List accidents in last three years regardless of fault

Has any load, part load, vehicle or part of a vehicle for which you have been responsible ever been stolen or damaged unaccountably?	Yes / No
If yes please provide details:	

Has any load or part load on any vehicle which you have been responsible ever fallen off?	Yes / No
If yes please provide details:	

Describe the types of vehicles, loads and journeys which you have experience of

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Page to be read and completed by all applicants please

Private & Confidential

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. Please complete and return pages 1 to 5 of the form.

Where the application is successful Denby Transport Ltd may wish to process this information (as updated periodically) for HR and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the General Data Protection Regulation and the Privacy Notice which follows.

Please also note that Denby Transport Ltd may approach third parties to verify the information that you have given. Any offer of employment will be subject to satisfactory background checks including references. By signing this form you will be providing the company with your consent to all these uses.

Please check that the information given in this form is truthful and accurate. If you are recruited and we find that anything on this form is untruthful, false or inaccurate, we may well dismiss on the basis of breach of trust/gross misconduct. We reserve the right to ask for evidence of any of the particulars stated on this application form.

By signing this form you are confirming that you have read and understood Denby Transport Ltd's Privacy Notice.

Date		Please return to:
Signed		Denby Transport Ltd, 73 Sadler Road, Lincoln, LN6 3JR

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Privacy Notice

What is the purpose of this document?

Denby Transport Ltd is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level of protection.

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

- Personal contact details such as name, title, addresses, telephone numbers, and 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.

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- Location of employment or workplace.
- 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 job titles, work history, working hours, training records and professional memberships).
- Compensation history.
- Performance information.
- Disciplinary and grievance information.
- CCTV footage and other information obtained through electronic means.
- Information about your use of our information and communications systems.
- Photographs.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Trade union membership.
- Information about your health, including any medical condition, health and sickness records.
- Genetic information and biometric data.
- Information about criminal convictions and offences.

How is your personal information collected?

We typically collect personal information about employees, workers and contactors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies such as Disclosure and Barring Service checks.

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

How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you.
2. Where we need to comply with a legal obligation.
3. 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.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest (or for official purposes).

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Situations in which we will use your personal information

We need all the categories of information in the list above (see The kind of information we hold about you) primarily to allow us to perform our obligations as your employer and to enable us to comply with legal obligations. In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information are listed below.

- 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.
- Managing benefits and compulsory deduction orders.
- 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 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.

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If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you, or we may be prevented from complying with our legal obligations.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

How we use particularly sensitive personal information

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. To ensure suitability and competence for the job and make reasonable adjustments where necessary.
3. Where we need to carry out our legal obligations and in line with our privacy policy.
4. Where it is needed in the public interest, such as for equal opportunities monitoring and in line with our privacy policy.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public. We may also process such information about employees or former employees in the course of legitimate business activities with the appropriate safeguards.

Automated decision-making

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

Data sharing

We may have to share your data with third parties, including third-party service providers and other parts of the company.

We 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.

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Why might you share my personal information with third parties?

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.

Which third-party service providers process my personal information?

Third parties" includes third-party service providers (including contractors and designated agents) and other parts of our company. The following activities are carried out by third-party service providers: accounts, payroll & benefits related support, pension administration, IT services, driving licence checking services, medical practice, insurance provision and brokering, SHE & HR consultancy, transport (including via ferry companies). We may also pass your personal data to customers and associated third parties where this is a necessary ancillary part of our service provision to those customers.

How secure is my information with third-party service providers?

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

What about other third parties?

We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. We may also need to share your personal information with a regulator or to otherwise comply with the law.

Transferring information outside the EU

We may, on rare occasions, transfer the personal information we collect about you to countries outside the EU. This will only occur if we conduct business there and where there is a legitimate business reason for the transfer.

To ensure that your personal information receives an adequate level of protection we will put in place appropriate measures to ensure that your personal information is treated by those third parties in a way that is consistent with and which respects the EU and UK laws on data protection: If you require further information about these protective measures, you can request it from our data protection manager.

Data security

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

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. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

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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.

Data retention

How long will you use my information for?

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.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee, worker or contractor of the company we will retain and securely destroy your personal information in accordance with our data retention policy.

Rights of access, correction, erasure, and restriction

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **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.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

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- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our data protection manager in writing.

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to withdraw consent

In the circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact our data protection manager. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Data protection manager

We have appointed a data protection manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the data protection manager. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Changes to this privacy notice

We reserve 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.

If you have any questions about this privacy notice, please contact our data protection manager via e-mail at this address: dataprotection@denbytransport.co.uk