



# APPLICATION FORM

**Name:**

**Position Applied For:**

**Head Offices and Factory:**  
Otley Road, Baildon. BD17 7LW  
Tel: 01274 535030 Fax: 01274 535035

**H C SLINGSBY plc**  
APPLICATION FORM

**Personal Details**

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Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Confirm that you have the right to work in the United Kingdom Yes ☐ NO ☐  
Are there any adjustments that may be required to be made should you be invited for  
interview? If so please state \_\_\_\_\_

\_\_\_\_\_

**Introduction**

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How were you made aware of the job vacancy?

Press Advert ☐ Recruitment Agency ☐ Other ☐ ?  
Job Centre ☐ Personal Enquiry ☐

If other please state \_\_\_\_\_

**References**

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Please supply below the names and addresses of two references – one of whom should  
preferably be your present/most recent employer

1) Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

2) Name \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

I give/do not give permission to take up my references prior to an offer of employment being made. (Delete clearly as appropriate)

### **Education & Training**

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Please give details of the schools / colleges you attended.

Name and Address of Schools / Colleges

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Please list details of your qualifications and any training courses, which you feel, are relevant to the position you have applied for.

Qualification/Training Course	Grade (if applicable)
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Are you currently in full time education? Yes ☐ No ☐

Do you hold a current UK driving licence? Yes ☐ No ☐

If yes is it a Full ☐ Provisional ☐ LGV ☐ VC ☐ licence?

Do you have any outstanding convictions? Yes ☐ No ☐

If yes please give details (in accordance with the Rehabilitation of Offenders Act 1974) --

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Do you belong to any professional bodies? Yes ☐ No ☐

If yes please give details

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What are your main interests, sports and hobbies?

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Please give a brief outline of your future plans and aspirations

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Please outline briefly in the space below why you would be a suitable candidate for the post to which you have applied. You may wish to refer to past work experiences or responsibility.

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Please list any other information that you feel is relevant in the further information section at the back of this application.

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### **EMPLOYMENT RECORD**

	JOB TITLE & RESPONSIBILITIES	FULL REASONS FOR LEAVING
Name of Company:  Address:     Dates From:            To:		
Final Salary £	Annual Commission/Bonus £	Other Benefits £
	JOB TITLE & RESPONSIBILITIES	FULL REASONS FOR LEAVING
Name of Company:  Address:     Dates From:            To:		
Final Salary £	Annual Commission/Bonus £	Other Benefits £

	JOB TITLE & RESPONSIBILITIES	FULL REASONS FOR LEAVING
Name of Company:  Address:          Dates From:                      To:		
Final Salary £	Annual Commission/Bonus £	Other Benefits £
	JOB TITLE & RESPONSIBILITIES	FULL REASONS FOR LEAVING
Name of Company:  Address:          Dates From:                      To:		
Final Salary £	Annual Commission/Bonus £	Other Benefits £

	JOB TITLE & RESPONSIBILITIES	FULL REASONS FOR LEAVING
Name of Company:  Address:        Dates From:                      To:		
Final Salary £	Annual Commission/Bonus £	Other Benefits £
	JOB TITLE & RESPONSIBILITIES	FULL REASONS FOR LEAVING
Name of Company:  Address:        Dates From:                      To:		
Final Salary £	Annual Commission/Bonus £	Other Benefits £

	JOB TITLE & RESPONSIBILITIES	FULL REASONS FOR LEAVING
Name of Company:  Address:        Dates From:                      To:		
Final Salary £	Annual Commission/Bonus £	Other Benefits £
	JOB TITLE & RESPONSIBILITIES	FULL REASONS FOR LEAVING
Name of Company:  Address:        Tel. No:  Dates From:                      To:		
Final Salary £	Annual Commission/Bonus £	Other Benefits £



Please account for any gaps in your employment history:

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### **Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about third parties or us. The information may be used 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 to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

### **Job Applicant Privacy Notice**

#### **How we will use information about you**

HC Slingsby PLC together with any group companies ('we' or 'us') provide this notice to make job applicants aware of our policies relating to the processing of personal data in accordance with the Data Protection Act 1998 as amended, replaced, re-enacted or consolidated from time to time (including without limitation the General Data Protection Regulation (EU) 2016/679 and any national laws which relate to the processing of personal data ('Data Protection Legislation')) references to 'Personal Data' and 'Sensitive Personal Data' within this notice shall be references to those terms as defined in Data Protection Legislation.

#### **Personal Data**

We ask for Personal Data from job applicants including C.V's and any ancillary information provided as part of your application to assist with our recruitment

processes. Any Personal Data about you which is obtained by us during the application process (including any information obtained directly from you or from third parties such as your referees or as part of pre-employment checks) or as part of pre-employment checks may be retained and used by us for the purposes of considering your suitability for employment, conducting appropriate checks and as otherwise reasonably required for our legitimate interests and compliance with applicable law.

If your application is successful, and you subsequently become employed by us, the information described above will form part of your personnel file. If we do not employ you, we may still retain for *up to 2 years* so that we can consider you for future roles.

### **Sensitive Personal Data**

You may also supply us with Sensitive Personal Data including but not limited to data relating to physical or mental health. This information is gathered for purposes of securing the health and safety and welfare of persons at work and/or assess your working capacity.

If you have any medical condition or disability which may require special facilities or support at interview we will only use this information for the purpose of providing any necessary adjustments in accordance with equality legislation, to ensure compliance with employment law and making decisions regarding your fitness for work.

### **Staff Privacy Policy**

For further information on how your information is used, including disclosure to third parties, how we maintain security of your information and your rights to access the information we hold about you, please see Morag Tearne for a copy of the policy.

### **Declaration**

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Please return your completed application to:

HR Department  
HC Slingsby Plc  
Otley Road

Baildon  
West Yorkshire  
BD17 7LW

**EQUAL OPPORTUNITIES MONITORING**

This section of the application will be detached from your application and will only be used so that we can monitor our compliance with the law in terms of equal opportunities and non-discrimination.

HC Slingsby plc recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

**Ethnic Origin**

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This term relates to your different racial groups and not to your nationality, country of birth or religious affiliations. These are the categories recommended by the Commission for Racial Equality.

White:

British ☐ Irish ☐  
Any other white background\* ☐

Mixed:

White and Black Caribbean ☐ White and Black African ☐  
White and Asian ☐  
Any other mixed background\* ☐

Black or Black British:

Caribbean ☐ African ☐  
Any other Black background\* ☐

Asian or Asian British:

Indian ☐ Pakistani ☐  
Bangladeshi ☐  
Any other Asian background\* ☐

Chinese or Other Ethnic Group:

Chinese ☐ Other Ethnic Group\* ☐

\*Please Specify

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Gender (Please specify) \_\_\_\_\_

Date of Birth \_\_\_\_\_

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Do you consider yourself to have a disability:      Yes      ☐      No      ☐

If yes, please state nature of disability: \_\_\_\_\_

\_\_\_\_\_

The Disability Discrimination Act defines disability as “A physical or mental impairment, which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities”.

If you wish you may disclose information about yourself in this section about your:

Religion: \_\_\_\_\_

Sexual orientation: \_\_\_\_\_

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