

PERSONAL INFORMATION - PRIVATE AND CONFIDENTIAL

PERSONAL INFORMATION							
Mr	Mrs	Miss	Ms	Dr	Other:	<i>Circle as appropriate</i>	
Surname:					Telephone number	Home:	
Forename (s):						Mobile:	
NI Number:					Email Address:		
Home Address							

DRIVER INFORMATION							
Do you hold a current driving licence?	Yes	No	Type:	Full	Provisional	HGV	Motorcycle
Do you possess your own transport?	Yes		No		<i>Circle as appropriate</i>		
If you have any endorsements on your current driving licence, please give details below:							
Date	Details of offence				Penalty		

CRIMINAL CONVICTIONS		
The following information may be of relevance not only to the vacancy you are applying to but also for related posts. Please give details of ANY prosecutions for which you have been found guilty (excluding Motor Traffic Offences). If none, please state 'NONE'.		
Date	Details of offence	Sentence

Position:	Graduate Scheme 2018/2019	Job reference no:	G2018
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REHABILITATION OF OFFENDERS ACT 1974 – advisory note

Your attention is drawn to the fact that under the above Act you MAY be entitled to answer 'NONE' to this question. It is therefore suggested that you take appropriate advice if you are in any doubt as to the correct answer to be given.

DATA PROTECTION STATEMENT

FCC Environment (UK) Limited (and its group companies), FCC Environment Services (UK) Limited and Telford & Wrekin Services Limited take protection of personal data very seriously. We collect personal data and sensitive personal data to assist us during the recruitment process. Any data obtained by us (either from you directly or from third party sources, such as your referees) will be used by us for the **sole** purpose of assessing your suitability for the role for which you have applied (unless you inform us otherwise below).

Please tick the box to confirm that you consent to us holding and processing your data in this manner.

If you are **successful** in your application:

We will need to contact your referees for confirmation of details you have provided in your application. Please confirm you consent to us contacting your referees, which will only be done once you have been notified that you have been selected for the position

The personal data we collect from you during the recruitment process, together with that which we receive from your referees, will become part of your personnel file. There will be further explanation on how this data is held and processed and, in certain specific circumstances, shared with third parties, in your contract of employment. There will also be opportunity for you to provide specific consent to this once the contract is issued.

If you are **unsuccessful** in your application:

We can retain your application on file for a period of 12 months from the date of this application and use your personal data to consider you if any positions arise which are similar to the one for which you have applied.

Please tick the box to confirm that you consent to us holding and processing your data in this manner for a period of 12 months from the date of this application.

If you elect not to consent to our retaining your application, or if you do consent once 12 months from the date of this application have expired, we will destroy all electronic and paper copies of this application and any personal data securely.

*Please note that you can withdraw your consent at any time. If you elect to do so, please inform us in writing either by email to humanresources@fccenvironment.co.uk or HR Department, FCC Environment, 6 Sidings Court, Doncaster. DN4 5NU.

ELIGIBILITY TO WORK IN THE UK

In line with the UK Border Agency requirements all successful candidates will be expected to provide confirmation of their right to work in the UK. By signing this application form you are confirming that you are legally entitled to work within the UK and acknowledging your understanding of the checks that need to be made.

Please note that all documentation provided will be checked with the Home Office for validity and authenticity.

Position:	Graduate Scheme 2018/2019	Job reference no:	G2018
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EMPLOYMENT HISTORY

Please state your present or most recent employment:

Name & address of employer: _____

Job title:		Salary:	
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Duration of Employment:		Notice period:	
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Summary of duties / responsibilities: _____

Reason(s) for leaving: _____

Please state previous employment, including any service undertaken for HM Forces, most recent position first:

Employer	Duration	Job title & duties	Reason for leaving

If necessary, continue using the same format on a separate sheet of paper and securely attach it to this form.

MEMBERSHIP OF INSTITUTES / PROFESSIONAL BODIES

Please detail if relevant – if not, state 'NONE'

Name of institute / professional body	Class / level of membership	Date membership commenced / expires

Position:	Graduate Scheme 2018/2019	Job reference no:	G2018
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EDUCATION

School/College/University	Duration	Examinations taken	Results

Please note: If successful you may be required to provide copies of certificates

HOBBIES AND INTERESTS

Please list your hobbies and any other interests:

WHY ARE YOU APPLYING FOR FCC'S GRADUATE PROGRAMME?

Please state briefly your reasons for applying for this programme:

If you wish to supply other supporting information of relevance, please continue on a separate sheet and securely attach it to this form.

DECLARATION

I confirm that the answers given above are true and accurate to the best of my knowledge and I understand that:

- I may have to undergo a medical examination prior to appointment;
- If I am a relative of a Director or Senior Manager of FCC or any subsidiary company, it is necessary to declare this fact by attaching a written statement to this application, and;
- Canvassing a Director for any appointment under FCC or any subsidiary company shall disqualify me from such an appointment.

I confirm that I have the right to work in the UK as governed by UK Border Agency requirements, and in this connection, I am therefore legally entitled to live and work in the UK. I understand that to knowingly supply false information may result in dismissal.

Signed: _____ **Date:** _____