

APPLICATION FORM

Shakespeare Way, Whitchurch Business Park, Whitchurch, Shropshire SY13 1LJ Tel No. 01948 666600

Personal Details

POSITION APPLIED FOR		TITLE	
SURNAME		FORENAME(S)	
ADDRESS			
TELEPHONE NO. (Home)		TELEPHONE NO. (Work)	
DATE OF BIRTH		TELEPHONE NO. (Mobile)	
NATIONAL INSURANCE NO.		E-MAIL ADDRESS	
EQUAL OPPORTUNITIES CODE OF PRACTICE I would describe my ethnic group to be (please tick). If other please specify:			
Black African	Black Caribbean	Black Other	
Chinese	Indian	Pakistani	
Asian Other	White European	European Other	
Grocontinental is an equal opportunities employer and all applications for employment shall receive equality of opportunity regardless of sex, age, marital status, religion, ethnic origin or disability. All information received will be treated in the strictest of confidence and used for the purpose of this application only. All information will be retained for a period of 12 months. <i>For further information on retention and storage please see below.</i>			

Present Employer

NAME	ADDRESS	JOB TITLE	DETAILS	NOTICE REQUIRED

Previous Employment

Have you previously worked for Grocontinental? Yes ☐ No ☐
 If yes, please provide details on the below table.

FROM	TO	EMPLOYER	JOB TITLE	DETAILS	REASON FOR LEAVING

Education

Schools/Universities attended

Please give details and list any examinations passed or qualifications gained

Fork Lift Truck Experience

Please indicate which certificates you hold (if applicable) and please attach a copy of certificate(s).

Reach Truck	Trained by:
Counter Balance Truck	Trained by:
Electric Pallet Truck	Trained by:
Food Hygiene	
First Aid	

Have you worked in any of the following types of warehouse?	Ambient	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Chilled	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Frozen	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Additional Information

(Please list any hobbies, interests or other relevant information about yourself which would attract Grocontinental as a potential employer)

Health

Do you have any medical conditions or ongoing illness which may affect your ability to do the job?

Yes ☐ No ☐

If yes, please provide details

If applicable, please note your registered disabled number.

General

Please provide details of any criminal convictions over the last 5 years

Please provide the name(s) of any relatives working at Grocontinental



A Proud Member of **AGRO**
Merchants Group

Declaration: I certify that all the foregoing particulars are correct. I accept as a condition of my employment that the information given is fundamental to any contract of employment that Grocontinental may enter into with me and that if, at any time, any of these particulars are discovered to be incorrect in any way, Grocontinental will have the right to terminate the contract of employment without notice.

Storage and Retention: I understand and agree that any information provided will be solely used for the purpose of my application. I understand and agree for my information to be securely retained by the HR Department at Grocontinental, Whitchurch and understand that it will only be accessible to members of the HR Department and recruiting Managers for the position applied, and any further positions that may be deemed suitable. I understand and agree that my application will be retained on file for a period of 12 months from the below date, after which time all information will be destroyed.

Signed.....

Date.....

Applicant Data Protection Notice

Purpose. This Notice gives applicants of AGRO Merchants Group (“AGRO”) information on how their personal data (i.e. information that directly or indirectly identifies an Applicant) (“Applicant Personal Data”) may be processed by AGRO. Those individuals covered by this Notice include applicants for full-time work, part-time work, or contracting work with AGRO (“Applicants”). Where local applicable privacy and data protection laws and regulations (“Data Protection Requirements”) require stricter standards or rights than those described in this Notice, AGRO will process Applicant Personal Data in accordance with such Data Protection Requirements in the country where the Applicant is located. This Notice may be amended from time to time. AGRO is considered a data controller with respect to the specific Applicant.

Processing of Applicant Personal Data. The provision of Applicant Personal Data by Applicants is necessary in order for AGRO to fulfil its legal and contractual obligations and where in the legitimate interests of AGRO for the determination of an Applicant’s qualifications and for the other purposes set out below. As such, failure to provide Applicant Personal Data could make it impossible for AGRO to fulfil some or all of its obligations regarding the determination of the Applicant’s qualifications, including those related to, for example, the collection of background information in compliance with local legislation.

Types of Applicant Personal Data. AGRO may process the following types of Applicant Personal Data for the purposes set out in this Notice and subject to any local Data Protection Requirements: (a) identification data (e.g. name, contact details, government identification or social security number); (b) picture; (c) background data (e.g., date of birth, place of birth, nationality); (d) marital status; (e) records of your work and education history (including internal and external work history, trade-union membership and references); and (f) other information voluntarily disclosed by the Applicant. Sensitive personal data related to trade-union membership are processed solely in accordance with applicable Data Protection Requirements and where the processing is necessary so AGRO can comply with employment law, with the explicit consent of the Applicant or where such processing is specifically authorized or required by law. Where AGRO carries out background checks on Applicants, this may involve the processing of data relating to criminal convictions and offences. This data will only be processed where such processing is specifically required or authorized by law.

Purposes of the Processing of Applicant Personal Data. Applicant Personal Data may be processed by AGRO for the purpose of determining an Applicant’s qualifications for full-time work, part-time work, or contracting work.

Disclosure of Applicant Personal Data and Recipients. Applicant Personal Data may be disclosed to the extent necessary for the above purposes to the following recipients, subject to any local Data Protection Requirements: (a) affiliates within AGRO; and (b) independent public accountants and auditors, authorized representatives of internal control functions such as, audit, legal and/or corporate security.

Securing Applicant Personal Data. Applicant Personal Data is retained in a manner and for the time periods required in order to comply with GDPR and all local privacy and other legal requirements. AGRO retains Applicant Personal Data for a time period consistent with original purpose and applicable laws. AGRO may hold Applicant Personal Data electronically and/or in hard copy form. Access to Applicant Personal Data is restricted to authorized employees of AGRO who require access in order to perform their duties of employment. AGRO will implement appropriate technical and organisational measures to protect Applicant Personal Data against loss or theft, as well as from accidental or unlawful destruction or alteration, unauthorized access or disclosure and against all other unlawful forms of processing, regardless of the format in which it is held.

Rights of Applicants. Applicants have certain rights under Data Protection Requirements which may be subject to limitations and/or restrictions. These include the right to: (a) request access to and rectification or erasure of their Applicant Personal Data; (b) obtain restriction of processing or to object to the processing of their Applicant Personal Data; and (c) ask for a copy of their Applicant Personal Data for the Applicant or a third party in a digital format. All such requests should be made by the Applicant to the Legal Department or local Human Resources Department. Applicants also have the right to lodge a complaint about the processing of their Applicant Personal Data with their local data protection authority.

Enquiries, Requests or Concerns. All enquiries, requests or concerns regarding this Data Protection Notice or relating to the processing of Applicant Personal Data should be sent via email to AGRO's Legal Department at legal@agromerchants.com.

Effective Date: May 25, 2018