

# Savoy Ventures

## Application for employment

Our staff play a vital role in the smooth running of Savoy Ventures Ltd. Please tell us as much about yourself as possible so that we are able to make a fair decision to select the people who can help us to achieve our aims.

Please read the form thoroughly prior to completion and ensure that you complete it very clearly. We will only consider applications that have been completed in full with no omissions. Please note that applicants must also complete this application form accurately and truthfully, failure to do so will result in the Company withdrawing its offer of employment, or in dismissal if the person has already commenced work.

Please note that all successful applicants must be legally entitled to work in the UK and if relevant to the post, be subject to an Enhanced Disclosure and Barring Service Check. All offers of employment will be reviewed in accordance with the outcome of these checks.

**When you have completed this form please return to:**

**RECRUITMENT  
Savoy Ventures Ltd.  
Stone Castle  
Stone Castle Drive  
Stone  
Kent  
DA9 9XL**

**[recruitment@savoyventures.com](mailto:recruitment@savoyventures.com)**

*(If you are posting, please ensure you use the correct postage as applications will not be collected from the Post Office)*

All information will be treated as strictly confidential, and no approach will be made to any person without your permission. Please print clearly.

<b>Position applied for:</b>	
If you obtained this position, would you continue in any other employment? Yes/No	
Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?	
Are you entitled to enter or remain in the UK and undertake the work in question? Yes/No	

<b>Personal details</b>
Title:
Forename(s):
Surname:
Home address:
Postcode:
Home telephone:
Email:

<b>Education and training</b>		
School, college, etc	Dates	Qualifications


<b>Previous employment</b>			
Name & address of employer	Dates	Job title or duties	Reason for leaving


<b>Previous relevant experience</b>			

**Interests**

**Please detail any further information you wish to put forward in support of your application.**

**Driving licence, etc.**

Current driving licence? Yes/No. If yes, type of licence

Any current endorsements? Yes/No. If yes, give details

Any motoring prosecutions pending? Yes/No. If yes, give details

**References** I hereby authorise you to contact the references below to obtain any information which, in your opinion, will attest to my suitability, qualifications and work history. **Tick here [ ]**

Work reference:

Work reference:

Post code:

Post code:

Telephone:

Telephone:

Email:	Email:
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**Privacy notice**

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

**Declaration**

The information I have provided is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_