**Red Scarf Job Application Form**

Version 2 updated 23 Oct 2019

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Applied for** |  | **Date of Application** |  |
| **First Name** |  | **Surname** |  |
| **Also known as** |  |
| **UK Address** |  |
| **City** |  | **Postcode** |  |
| **Contact Number** |  | **Email Address** |  |
| **Date of Birth** |  | **Gender** |  |
| **Are you Eligible to work in the UK?*** **YES, I am a British Citizen**
* **YES, I am a UK visa holder with work permit**
* **NO**

**Please provide the details of your UK visa if you were a UK visa holder****Visa Type Expire Date** |
| **Why do you choose to apply this role?** |
| **Why should we consider your application?** |
| **Why do you want to join Red Scarf?** |
| **Please list three attributes of your strengths and weaknesses** |
| **Please provide your social media accounts if you have any e.g. Weibo account, WeChat Subscription Account, Instagram, Little Red Book and etc:**  |
| **Reference 1 (Please tick where it applicable)** |
| **Employment Reference ▢****Personal Reference ▢****Educational Reference ▢** |
| **Referee Details** |
| **Name** |  | **Title** |  |
| **Contact Number** |  | **Email Address** |  |
| **Relationship** |  |
| **Organisation/****Institution** |  |
| **Position** |  |
| **Reference 2 (Please tick where it applicable)** |
| **Employment Reference ▢****Personal Reference ▢****Educational Reference ▢** |
| **Referee Details** |
| **Name** |  | **Title** |  |
| **Contact Number** |  | **Email Address** |  |
| **Relationship to Applicant** |  |
| **Organisation/****Institution** |  |
| **Position** |  |
| **I hereby authorise you to take up references from my present Employer, my previous Employer(s) or the people that I have submitted as Educational or personal referees, once an invite for interview of employment has been confirmed. In addition, I hereby authorise you to take up other reference checks, as you may deem appropriate.** |
| **Sign** |  | **Date** |  |
| **Declaration** |
| **I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such appointment, or if discovered after employment, may lead to my dismissal.** |
| **Please note: If you are returning this form by email, you will be asked to sign your application if you are called for interview.**  |
| **Sign** |  | **Date** |  |

**Job Applicant Privacy Notice (compliant with GDPR)**

As part of any recruitment process, Red Scarf Limited collects and processes personal data relating to job applicants. The company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information do we collect?**

Red Scarf Limited collects a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
* information about your entitlement to work in the UK.

Red Scarf Limited may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so, in Red Scarf we consider the receipts of satisfactory references as a factor to provide job offer, the job offer may be withdraw where a reference is not satisfactory or gives cause for concern.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why does Red Scarf Limited process personal data?**

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Red Scarf Limited has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Red Scarf Limited may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability.

We process such information to carry out its obligations and exercise specific rights in relation to employment. If your application is unsuccessful, Red Scarf Limited may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

**How does Red Scarf Limited protect data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does Red Scarf Limited keep data?**

If your application for employment is unsuccessful, the company will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the organisation to change incorrect or incomplete data;
* require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* object to the processing of your data where Red Scarf Limited is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact our HR team at HR@honglingjin.co.uk.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Red Scarf Limited during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.