

LNT Group Application form

Thank you for your interest in job opportunities with LNT Group. Please complete **all** sections of the application form in **black ink**.

Personal Details:	Mr / Miss / Mrs / Ms	Please complete all sections	
Home phone number:		Mobile phone number:	
Address:		Previous address: (If current address less than 5 years)	
Postcode:		Email:	
Length of time at address:		National Insurance No.	
Drivers Licence:	Yes / No		
Give details of Work Permits, VISAs, Leave to Remain etc that allow you to work legally in the UK – include expiry dates.			

*Please continue on a separate sheet if necessary

The Job you are applying for:			Please complete all sections		
Position/s:			How did you hear about the vacancy? (Please circle)	Advert Job Centre Website	Leaflet Banner Friend
Education & Training			Please complete all sections		
School Attended	From	To	Exams passed - Subject	Grades	Year

University/College	From	To	Exams passed - Subject	Grades	Year
Other Relevant Qualifications	From	To	Exams passed - Subject	Grades	Year

Full Employment History			Please complete all sections		
Current or Most Recent	From	To	Position	Notice Period	Reason for Leaving
Name: Address: Salary:					
Previous Employer:	From	To	Position	Notice Period	Reason for Leaving
Name: Address: Salary:					
Previous Employer:	From	To	Position	Notice Period	Reason for Leaving
Name: Address: Salary:					
Previous Employer:	From	To	Position	Notice Period	Reason for Leaving

Name: Address: Salary:					
Previous Employer:	From	To	Position	Notice Period	Reason for Leaving
Name: Address: Salary:					

(Please attach extra sheets if you require more space or use the Additional Information page at the back)

References *			
	Current/Most Recent Employer	Previous Employer	Personal Reference
Company			
Name			
Position			
Address			
Telephone			
Fax			
Email			
Please do not contact until confirmed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Please provide the names and addresses of three referees, one of whom should be **your current or most recent employer** and one other **previous employer**. The other should be a **personal referee**, someone who knows you well. Please **do not give the name of a relative** as a referee. If you are known to your referee by a former name please supply the name by which you were known. We can not process your application unless you provide this.

Further Information	Please complete all sections	
Are you facing any criminal prosecutions?	Yes – give details	No

<p>Do you have any spent/unspent convictions or cautions under The Rehabilitation of Offenders Act 1974?</p>	<p>Yes – give details</p>	<p>No</p>
<p>Have you been dismissed from any employment?</p>	<p>Yes – give details</p>	<p>No</p>
<p>Have you ever been or are you currently going through any investigation or disciplinary action?</p>	<p>Yes – give details</p>	<p>No</p>
<p>Are you currently able to conduct the job you are applying for?</p>	<p>No – please give details</p>	<p>Yes</p>
<p>Can we make any reasonable adjustments to avoid you being at a disadvantage in the work place?</p>	<p>Yes – please give details</p>	<p>No</p>

<p>Additional Information</p>
<p> </p>

Declaration

I confirm that the information provided on this application form is true and complete, and that I am legally entitled to work in the UK.

I understand that any false statements or deliberate misrepresentations will be regarded as grounds for disciplinary action and/or termination of my employment.

I understand that any offer of employment is subject to satisfactory references and an enhanced DBS checks (if applicable) and I authorise LNT Group to obtain references to support this application once an offer has been made and accepted

I understand that any information given in relation to my application will be held by the Company and falls within the provisions of the Data Protection Act 1998. I also give my consent for my personal information being retained and used to process my application for employment.

Signed		Date
Print name		

Please Return to HR Team, Helios 47, Leeds LS25 2DY

Job Applicant Privacy Notice

How we will use information about you

LNT Group Ltd 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 1 year 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 contact the HR Team for a copy of the policy.