APPLICATION FORM

All information will be treated as strictly confidential and no approach will be made to any person without your permission. Please note- all boxes must be completed. Incomplete applications will be rejected. Please ensure you have read the job description and person specification for the role you wish to apply for before completing this form.

Position applied for:	
If you obtained this position, would you continue in any other employment?	
Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?	
How did you hear about the vacancy?	

Title: Forename: Surname:

Full Address:

Postcode:

Phone number:

Email address:

Education and Training		
Qualifications, please state GCSE's and / or A-Levels	Dates attended from, to	Qualifications including grade achieved

Previous Employment			
Name and address of Employer	Dates	Job title and main duties	Reason for leaving

Relevant experience:

Interests:

Any further information you wish to put forward to support your application:

Driving Licence	
Current driving license: Yes / No Type of license:	Any current endorsements: Yes / No If yes, provide details: Pending motoring prosecutions: Yes / No If yes, provide details:
Availability	
Notice period, if successful:	
Right to work in the UK	
Are you a UK citizen? Yes / No If no, confirm your VISA status:	
Criminal Record	
List any criminal convictions other than 'spent' convictions. If none, state ''none'. The information provided will be confidential and will be considered only in relation to this application.	
Employment reference	**Character or further employment reference**
Name: Relationship: Email: Phone Number:	Name: Relationship: Email: Phone Number:

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, but is not limited to, identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

Your data will be shared with the relevant HR personnel and Hiring managers so that they can review applications, conduct interviews and make recruitment decisions. We will not share any identifiable information about you with third parties during the application process without your consent unless the law allows or requires us to do so.

How long we keep your data

If your application is unsuccessful, we will retain your personal data for 12 months after the recruitment process has ended. This is to:

- Respond to any queries or feedback requests
- Demonstrate fair and non-discriminatory recruitment practices
- Defend potential legal claims

After this period, your data will be securely deleted within 3 months (data is deleted in batches every quarter).

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

Talent Pool (Optional)

If you would like us to consider you for future opportunities, you may opt in to join our Talent Pool by ticking the box below.

By opting in:

- We will retain your application data for a longer period of 24 months
- We may contact you about relevant future vacancies

You are free to withdraw your consent at any time by contacting us, and your data will then be deleted in line with our standard retention period.

I consent to my data being retained in the Talent Pool for future opportunities ☐

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, want to request data deletion or have any questions regarding data protection, please email us with the Subject “Data Protection Request”. You can also see our full recruitment privacy notice here: https://archaeologicalresearchservices.com/about-us/careers/

Declaration:

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated. I understand that an application form must be completed in full and submitted alongside a CV and cover letter, otherwise the application will not be considered

Signed: ……... **Date:** …….