



## APPLICATION FORM

### Data Protection – For Candidates

In order to manage your application, we need to process certain personal information about you. This personal information is provided through your CV/Application Form and Cover Letter. We only process your information as necessary for the purposes of progressing your application or as required by law or regulatory requirements.

During the process we also capture some sensitive personal data about you (e.g. disability information). We do this in order to make reasonable adjustments to enable our candidates to apply for jobs with us, to attend interviews, to prepare for starting at the Estate (if successful) and to ensure that we comply with regulatory obligations placed on us with regard to our hiring.

Given the nature of our business, we have legal and regulatory obligations to ensure that the people we employ can handle firearms and weapons responsibly. As well as this, the people we employ may be responsible for the safeguarding and security of the Castle and have access to priceless artifacts. We therefore ask questions about any Criminal Convictions you may have and may also conduct criminal record checks through the use of a form to be filled in along with the application form. The processing of Criminal Conviction data is also set out in our Employee Privacy Notice which is available on request.

Your personal information may be shared internally with the following people:

- Employees who would have managerial responsibility for you or are acting on their behalf;
- Employees in HR who have responsibility for certain HR processes (for example recruitment, assessment, pre-employment screening);
- Employees in IT and system owners who manage user access;

The Company may also need to share your information with certain external third parties including:

- Our External HR Consultants who may have responsibility for certain HR processes (for example recruitment, assessment, pre-employment screening);

### Your Rights

You have the right to access any personal information that the Estate processes about you and you also have the right to request erasure of your personal data or to restrict processing in accordance with data protection laws depending on the basis of processing.

If you have any queries about this notice or your personal information generally, including questions about accessing your personal information or correcting it, you should contact the General Manager in the first instance.

### Data Retention

We will only keep unsuccessful applicant's personal information for a period of 6 months from the date the recruitment campaign closes. Requests for deletion prior to this time may not be granted in order to protect the Estate's legal position in the event of any legal proceedings

## APPLICATION FORM

*Please complete this form as accurately as possible, giving as many details as possible of your skills and experience relating to this application.*

*Please ensure the finished form is signed, dated and returned by the closing date to Atholl Estates.*

<b>A) POSITION APPLIED FOR</b>
Salary Expectations for role:

<b>B) PERSONAL DETAILS</b>		
<b>Title:</b>	<b>Surname:</b>	<b>First Name:</b>
<b>Home Address:</b>		
<b>Postcode:</b>		
<b>Telephone:</b>		
<b>Home:</b>		
<b>Mobile:</b>		
<b>Email Address:</b>		
<b>Do you hold a current driving licence?</b>		
<b>What is your current notice period?</b>		

<b>C). EDUCATION/QUALIFICATIONS</b>			
<i>Please give details of your education and qualifications which you feel are relevant to the post</i>			
<b>DETAILS OF QUALIFICATION</b>	<b>GRADE/LEVEL</b>	<b>AWARDING BODY</b>	<b>DATE OBTAINED</b>

<b>TRAINING</b>
<i>Please list any training you have received of courses which you feel are relevant to the post</i>

**D). EMPLOYMENT HISTORY***Please start with your most recent employment. Briefly describe the main duties of your post***Current/Most Recent Employer**

Name:

Address:

Job Title:

Brief Description of duties:

From:

To:

Current Salary:

Reason for leaving:

**Employer/Organisation**

Name:

Address:

Job Title:

Brief Description of duties:

From:

To:

Reason for leaving:

**Employer/Organisation**

Name:

Address:

Job Title:

Brief Description of duties:

From:

To:

Reason for leaving:

**Employer/Organisation**

Name:

Address:

Job Title:

Brief Description of duties:

From:

To:

Reason for leaving:

<b>E). REFERENCES</b>	
<ul style="list-style-type: none"> <li>PLEASE PROVIDE THE NAMES OF TWO REFEREES, ONE OF WHOM MUST BE YOUR CURRENT OR MOST RECENT EMPLOYER. THE OTHER REFEREE SHOULD, WHERE POSSIBLE, BE A FORMER EMPLOYER.</li> <li>ALL OFFERS OF EMPLOYMENT ARE SUBJECT TO SATISFACTORY REFERENCES.</li> <li>REFERENCES WILL ONLY BE REQUESTED (AFTER INTERVIEW) FOR SUCCESSFUL APPLICANTS.</li> </ul>	
Referee Name:	Referee Name:
Position:	Position:
Company:	Company:
Telephone:	Telephone:
Email:	Email:

<b>F). DECLARATION (Read Carefully)</b>	
<p><b>I CERTIFY THAT ALL INFORMATION CONTRAINED IN THIS FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I REALISE THAT FALSE INFORMATION OR OMISSIONS MAY LEAD TO DISMISSAL WITHOUT NOTICE. I UNDERSTAND THAT ALL INFORMATION SUPPLIED MAY BE VERIFIED BY ATHOLL ESTATES.</b></p>	
Signature:	Date:
<p><b>By signing and returning this application you consent to Atholl Estates using and keeping the information about you relating to your application or employment. This information will be used solely in the recruitment process and may be retained for a period of 6 months from the date on which you are informed of your application. Any information held will be used solely for internal purposes and will not be disclosed to any third party.</b></p>	

**CRIMINAL CONVICTIONS**

This form must be completed by all applicants and returned with the application form.

**Policy statement on recruiting applicants with criminal records**

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

