



**3 Qualifications Gained**

Any offer of employment will be conditional on providing original proof of relevant qualifications.

Qualification Gained	Subjects and Grades	Date Achieved

**4 Membership of professional bodies (if applicable)**

Professional Body	Date	Class of Membership

**5 Training**

Year	Length of Course	Name of Organisation	Subject	Award Gained

**6 Other (e.g. computer skills (please indicate software used), additional languages)**

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**10 References**

Please nominate two referees who may be contacted regarding your knowledge, skills, attributes and suitability for this position, including your current/most recent line manager plus another work related referee.

Name .....

Position.....

Organisation .....

Address .....

.....

.....

Telephone .....

Email .....

Capacity in which known .....

Did they know you by any other name? If yes, please state here or contact Personnel direct if preferred

Name .....

Position .....

Organisation.....

Address.....

.....

.....

Telephone.....

Email.....

Capacity in which known.....

Did they know you by any other name? If yes, please state here or contact Personnel direct if preferred

**Referees will automatically be approached when a job offer has been made and accepted. The company will not approach referees before this stage.**

**11 Work permit**

Do you require a work permit? Yes / No

**12 Declaration**

I declare that all the information on this application form and any other documents relating to this appointment is, to the best of my knowledge and belief, true and correct. I understand that any false statement may give cause for dismissal should I be employed. I consent to Middle Farm processing the information given on this form, including 'sensitive' information, as may be necessary during the recruitment and selection process. I understand that if my application is unsuccessful this application may be held on file for a maximum of 6 months and where appropriate; my details may be passed onto other line managers. I understand that if I have sent this application form via e-mail it will automatically be deemed that I have signed the declaration below. Please review the attached privacy notice, should you not want us to hold and pass on your details within Middle Farm please let us know.

Signature ..... Date .....

Please return your completed form by post to **Middle Farm, Firle, Lewes, East Sussex, BN8 6LJ**

Please return your completed form by email to **recruit@middlefarm.com**

Please indicate how you heard about the vacancy-

## **Middle Farm – Privacy Notice**

Middle Farm understands that your privacy is important to you. Middle Farm may process your personal data in their capacity as data controllers. We are committed to respecting your privacy and protecting your personal data, which is any information that is capable of identifying you as an individual person. This Recruitment Privacy Notice (“Privacy Notice”) describes how we handle and protect your personal data in connection with Middle Farm’s recruiting process.

This Privacy Notice only applies to the personal data of job applicants and potential candidates for employment. It does not apply to our employees, contractors or clients, or other personal data that Middle Farm collects for other purposes.

As used in this Privacy Notice, “personal data” means information that identifies job applicants and potential candidates for employment with us, either submitted as part of the online application and/or through alternative channels (e.g., via professional recruiting firms).

We will process your personal data in accordance with this Privacy Notice, unless such processing conflicts with the requirements of applicable law, in which case, applicable law will prevail.

By submitting your personal data to us, you acknowledge that:

- You have read and understood this Privacy Notice and agree to the use of your personal data as set out herein.
- You are not required to provide any requested information to us, but failing to do so may result in not being able to continue your candidacy for the job for which you have applied.
- All of your representations are true and correct to the best of your knowledge and belief, and you have not knowingly omitted any related information of an adverse nature. Providing any inaccurate information may make you ineligible for employment.
- This Privacy Notice does not form part of any contract of employment offered to candidates hired by Middle Farm.

### **Personal data we collect**

We usually collect personal data directly from you when you apply for a role with us, such as your name, address, contact information, work and educational history, achievements, and test results. We also may collect personal data about you from third parties, such as professional recruiting firms, your references, prior employers, Middle Farm employees with whom you have interviewed, and employment background check providers, to the extent this is permitted by applicable law.

Sensitive personal data is a subset of personal data and includes ethnicity, health, trade union membership, philosophical beliefs, sexual orientation, as well as other categories as prescribed by law. We do not seek to obtain and will not collect such data about a candidate unless permitted to do so by applicable laws.

## **Use of your personal data**

We collect and use your personal data for legitimate human resources and business management reasons including:

- identifying and evaluating candidates for potential employment, as well as for future roles that may become available;
- recordkeeping in relation to recruiting and hiring;
- ensuring compliance with legal requirements, including diversity and inclusion requirements and practices;
- conducting criminal history checks as permitted by applicable law;
- protecting our legal rights to the extent authorised or permitted by law; or
- emergency situations where the health or safety of one or more individuals may be endangered.

We may also analyse your personal data to improve our recruitment and hiring process and enhance our ability to attract successful candidates.

We process your personal data for the purposes described above: when we have your consent to do so; when necessary to enter into an employment contract with you; when necessary for us to comply with a legal obligation; or when necessary for the purposes of our legitimate interests as an employer.

We may desire to retain your personal data to consider you for future employment opportunities. In such an event, we will seek your consent, either prior to or after you formally apply for a job opportunity

## **Data recipients and international data transfers**

Your personal data will not be accessed by third parties.

## **Data retention**

If you accept an offer of employment by us, any relevant personal data collected during your pre-employment period will become part of your personnel records and will be retained in accordance with current legislation. If we do not employ you, we may nevertheless continue to retain and use your personal data for a period of time for system administration purposes, to consider you for potential future roles, and to perform research. Thereafter, we retain a minimum amount of your personal data to record your recruiting activity with us.

## **Security**

We have implemented generally accepted standards of technical and operational security to protect personal data from loss, misuse, alteration, or destruction. Only authorised personnel of Middle Farm are provided access to personal data.

## **Your rights**

We take reasonable steps that are designed to keep your personal data accurate, complete, and up-to-date for the purposes for which it is collected and used. We also have implemented measures that are designed to ensure that our processing of your personal data complies with this Privacy Notice and applicable law.

You may have the right to request access to the personal data that we have collected about you for the purposes of reviewing, modifying, or requesting deletion of the data. You may have the right to request a copy of the personal data we have collected about you and to have any inaccuracies about you corrected. You may also request that we cease processing your personal data (e.g., if you choose to withdraw from the recruitment process), although note that we may need to retain certain personal data where required or permitted to under applicable law.

If you would like to make a request to access, review, or correct the personal data we have collected about you, or to discuss how we process your personal data, please contact us at [recruit@middlefarm.com](mailto:recruit@middlefarm.com)

To help protect your privacy and security, we will take reasonable steps to verify your identity before granting you access to your personal data. We will make reasonable attempts to promptly investigate, comply with, or otherwise respond to your requests as may be required by applicable law. Depending upon the circumstances and the request, we may not be permitted to provide access to personal data or otherwise fully comply with your request; for example, where producing your information may reveal the identity of someone else. We reserve the right to charge an appropriate fee for complying with your request where allowed by applicable law, and/or to deny your requests where, in the company's discretion, they may be unfounded, excessive, or otherwise unacceptable under applicable law.

In addition and where granted by applicable law, you may have the right to lodge a complaint with a competent data protection authority.

We do not make recruiting or hiring decisions based solely on automated decision-making.

## **CONTACT**

If you have any questions about this Privacy Notice please contact us at:

Middle Farm, Firle, Lewes, East Sussex, BN8 8LJ

Telephone: 01323 811411

[recruit@middlefarm.com](mailto:recruit@middlefarm.com)