



## FSS\_HR\_FORM\_026 Application Form

Strictly Confidential (to be used only to assess your suitability for the post for which you are applying)

Frontier Science (Scotland) Ltd is an equal opportunities employer and your application will be considered on its merits, irrespective of your gender, age, cultural/ religious/ political belief, ethnicity, race, relationship status, sexual orientation, Trade Union membership or stewardship or any disability.

Please complete the application form details below, attach your current Curriculum Vitae and a letter of application detailing your reasons for applying for this position. Include any other information which you think would be relevant.

Position Title:

### Personal Details

Surname: <input type="text"/>	Forename: <input type="text"/>	Title: <input type="text"/>
Address: <input type="text"/>	Daytime Telephone No: <input type="text"/>	
City <input type="text"/>	Post Code: <input type="text"/>	Evening Telephone No: <input type="text"/>
Country <input type="text"/>	Are you a citizen of the EU? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Country: <input type="text"/>
Email Address: <input type="text"/>	Do you require a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### References

Present/ Most Recent Employer	Second Referee*
Name: <input type="text"/>	Name: <input type="text"/>
Job Title: <input type="text"/>	Job Title: <input type="text"/>
Company Name: <input type="text"/>	Company Name: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
Email Address: <input type="text"/>	Email Address: <input type="text"/>
Daytime Phone Number: <input type="text"/>	Daytime Phone Number: <input type="text"/>
In what capacity does this person know you? <input type="text"/>	In what capacity does this person know you? <input type="text"/>
Salary: <input type="text"/>	Notice Required: <input type="text"/>

\* If second referee is personal please leave Job Title and Company Name blank.

How did you hear about this position?

(Please choose from the drop down list)

Other (please specify):



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## Disability

Do you consider yourself to have a disability? (i.e. a physical or mental impairment which has a substantial and long term adverse effect upon your ability to carry out normal day-to-day activities)

Yes       No       I prefer not to answer this question

Please let us know of any arrangements we can make if you are successful for interview:

## Data Protection

As part of any recruitment process, Frontier Science (Scotland) Ltd (FSS) collects and processes personal data relating to job applicants. FSS is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please read the appendix 1 reflecting the requirements of General Data Protection Regulation (GDPR) which will come into effect in the UK on 25 May 2018.

## Declaration

Thank you for providing your application details. We will use this information to assess your suitability for the position. By providing the information in this form and the supporting documents which you include with the application, you have indicated that you consent to us doing this. By signing this application, you confirm that the information which you have provided is true and accurate.

Signature:

Date:

Please return this form to:

Frontier Science (Scotland) Ltd  
Grampian View  
Kincraig  
Kingussie  
PH21 1NA

Telephone: 01540 651000  
Website: [www.frontierscience.co.uk](http://www.frontierscience.co.uk)  
Email: [recruitment@frontier-science.co.uk](mailto:recruitment@frontier-science.co.uk)



## FSS Recruitment Privacy Notice

**Data Controller: Frontier Science (Scotland) Ltd, Grampian View, Kinncraig, PH21 1NA**

NOTE: The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR), which came into effect in the UK on 25 May 2018.

As part of any recruitment process, Frontier Science (Scotland) Ltd (FSS) collects and processes personal data relating to job applicants. FSS is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **1. WHAT INFORMATION DOES FSS COLLECT**

FSS 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;

FSS collects 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.

FSS will also collect personal data about you from third parties, such as references supplied by former employers. FSS will seek information from third parties only once a job offer is likely to be made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in Human Resources files (paper & electronic) and potentially on other FSS IT systems (including email).

### **2. WHY DOES FSS PROCESS PERSONAL DATA**

FSS needs to process your personal data to take steps at your request prior to entering into and entering into a contract with you.

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

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



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FSS processes health information only if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out FSS legal obligations. For specific roles, it is lawful for FSS to ask for information about criminal convictions and offences.

FSS will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **3. WHO HAS ACCESS TO YOUR PERSONAL DATA**

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and managers in the business area with a vacancy.

FSS may only share your data with third parties, in the event that your application for employment is successful and it makes you an offer of employment subject to obtaining references from former employers. FSS may also share your data with third parties, regarding checks to determine you are entitled to work in the UK.

FSS will not transfer your data outside the European Economic Area, unless former employment references are required.

### **4. HOW DOES FSS PROTECT YOUR PERSONAL DATA?**

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

### **5. FOR HOW LONG DOES FSS KEEP DATA?**

If your application for employment is unsuccessful, FSS will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period or if you withdraw your consent prior to that, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in the FSS Retention Policy.

### **6. YOUR RIGHTS**

You have certain rights under the Data Protection Legislation which include:

- the right to access the personal data held about you by making a subject access request in accordance with the Data Protection Legislation. We may charge a reasonable fee when a request is manifestly unfounded or excessive;
- the right to have your personal data rectified if it is inaccurate or incomplete;
- the right to request to have your personal data deleted in certain specific circumstances as set out in the Data Protection Legislation;
- the right to request to restrict the processing of your personal data in certain specific circumstances as set out in the Data Protection Legislation;
- the right to ask us not to process your personal data for marketing purposes or for purposes based on our legitimate interests;
- the right to data portability; and



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·where you have provided consent, to request to withdraw such consent at any time.

If you would like to exercise any of these rights, please contact The Data Protection Committee, Frontier Science (Scotland) Ltd, Grampian View, Kincaig PH21 1NA, email [data.protection@frontier-science.co.uk](mailto:data.protection@frontier-science.co.uk).

If you believe that FSS has not complied with your data protection rights, you can report your concern to the Information Commissioner's Office, [www.ico.org.uk](http://www.ico.org.uk).

#### **7. WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?**

You are under no statutory or contractual obligation to provide data to FSS during the recruitment process. However, if you do not provide the information, FSS will not be able to process your application properly and it will be withdrawn.