

APPLICATION FOR EMPLOYMENT - PRIVATE & CONFIDENTIAL

IMPORTANT INFORMATION FOR APPLICANTS

Applicants should read the following notes carefully before completing the application form. The application pack has been designed to assist us to work towards a diverse and equal workplace, in accordance with our diversity and equal opportunities policy. The application pack includes four sections:

Section A

Outlines applicants' personal details including gender, age, ethnic origin etc. and invites applicants to provide information which will allow JCB Finance Ltd to monitor the effects of its diversity and equal opportunities policy and to assist in improving it.

Section B

Includes information to help determine whether applicants meet the short-listing criteria derived from the Job role details.



Section C

Includes our Privacy Notice for Job Applicants which applies to all job applicants who are applying directly or indirectly (eg: through an employment agency). It is non-contractual. **Important: Please read Section C before sending the completed application pack to us.**

Section D

Includes two checklists - List 1 and List 2 - which help us comply with Asylum and Immigration legislation. If you are selected for interview, you will be required to provide original document(s) from List 1 or List 2 to evidence your entitlement to work in the UK.

It is very important that you read and complete all sections of the application pack as relevant. If you require assistance please contact our Human Resources department on 01889 590800. CVs are not accepted in place of this application form unless applicants have difficulty in completing the form. In these circumstances please ensure that personal details are shown separately from information relating to skills, abilities, knowledge and experience.

The information that you provide on this form will be used for recruitment purposes including the monitoring and analysis of our recruitment practices. If you are successful in gaining employment with JCB Finance Ltd, this form and the information it contains will form part of your employment record. If you are not successful, the information will normally be destroyed within a month of your latest interview date. In all cases the information will be held securely in accordance with our Data Protection Policy.

SECTION A - Please complete this form in black ink or type

JOB VACANCY TITLE

PERSONAL DETAILS

Second Name (surname) First & middle names:

Title Date of Birth:

Address

.....

Post Code: Email address:

Telephone: Home (inc dialling code): Mobile:

EQUAL OPPORTUNITIES MONITORING (Please tick appropriate boxes)

Gender

Male Female Non-binary Prefer not to say If you prefer to use your own term please specify:-

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Marital Status

Married Civil partnership Single Prefer not to say

Age

16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65+ Prefer not to say

Nationality & ethnicity – How would you describe your nationality/ethnicity?

- White English, Welsh, Scottish, Irish, other white background
- Caribbean, African, other black background
- Indian, Pakistani, Bangladeshi
- Chinese
- Other Asian background
- Mixed background
- Other ethnic background
- Prefer not to say

Religion - How would you describe your religion?

- Christian
- Sikh
- Buddhist
- Muslim
- Rastafarian
- Jewish
- Hindu
- None
- Prefer not to say

Sexual Orientation – How would you describe your sexual orientation?

- Heterosexual
- Gay/lesbian
- Bisexual
- Prefer not to say

DISABILITY – do you consider yourself to have a disability or health condition?

[] Yes [] No [] Prefer not to say

Please identify any special requirements which would assist you in the recruitment process if selected for interview-

.....
.....

What is the effect or impact of your disability or health condition on your ability to give your best at work?

.....
.....

The information in this form under Equality and Disability is for monitoring purposes only. If you believe you require a reasonable adjustment to enable you to carry out work activities, please discuss this with our HR department.

SOURCE

Please tell us how you heard about our vacancy

.....

DRIVING LICENCE

Do you hold a valid driving licence? Full UK Provisional UK No licence

DISCLOSURE – CRIMINAL RECORDS

The Rehabilitation of Offenders Act 1974 requires applicants to provide details of convictions which are not spent.

Have you any unspent convictions? Yes No

If Yes, please give brief details of the offence(s), including date and sentence:-

.....
.....
.....

You are not obliged to provide details of spent convictions unless the role you are applying for is exempt from the Rehabilitation of Offenders Act 1974. An offer of employment or engagement will be conditional on satisfactory pre-employment checks including the Disclosure and Barring Service check (DBS). Details about the DBS check will be provided by our HR department if you are offered employment with JCB Finance.

PREVIOUS EMPLOYMENT

Have you ever been employed before by JCB Finance Ltd; the JCB Group and/or The NatWest Group Plc?

YES NO If Yes, please provide details.

.....
Please name any person(s) at JCB Finance Ltd, JCB Group and/or The NatWest Group Plc with whom you are acquainted.
.....

FRAUD PREVENTION SEARCHES

We will check your details against fraud prevention databases. Should our investigations identify fraud or the commission of any other criminal offence by you when applying for or during your employment with us, we will record the details of this on fraud prevention databases. This information may be accessed from the UK and other countries and used by law enforcement agencies and by us and other employers (and potential employers) to prevent fraud. Please contact us at JCB Finance Ltd, The Mill, Rocester, Staffordshire, ST14 5JW if you want to receive details of the relevant fraud prevention databases through which we share information.

DECLARATION



I confirm that the information given on this form is to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or if employed, dismissal. I confirm that I am eligible to work in the United Kingdom and will provide the relevant proof. I confirm authorisation for JCB Finance Ltd to take up a Credit Reference Agency search if I am offered employment and I acknowledge the processing of my data for employment purposes in accordance with the relevant Data Protection legislation. **(Important: Please read Section C).**

Signature: Date:

Name:

Please continue to Section B on the next page.

SECTION B

DETAILS OF POST APPLIED FOR

Job Title:

Department:(office use only):

Candidate No: (office use only):

EDUCATION – Secondary & Further education

Secondary subjects, please specify GCSE, CSE, O Levels, A Levels, NVQ, etc	Date Obtained	Grade/level Obtained
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HIGHER EDUCATION – degree/equivalent

Dates		Name of College/University	Qualification Obtained/Expected	Grade Obtained
From	To			

Please Note: Qualifications will be checked; please ensure you are able to provide original evidence.

PROFESSIONAL QUALIFICATIONS/MEMBERSHIP OF PROFESSIONAL BODIES

Date Admitted	Professional Body/Association	Level of Membership	Membership Number

TRAINING & DEVELOPMENT
Please list relevant training and development undertaken during your career and/or education

PRESENT/LAST EMPLOYMENT * please delete as appropriate

<p>Job Title:</p> <p>Name & Address of Employer:</p> <p>Postcode:</p> <p>Tel. No:</p>	<p>Date Appointed:</p> <p>Current Salary:</p> <p>Benefits/Package:</p> <p>Notice Period:</p>
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Please give a brief description of the duties, responsibilities, skills, and qualifications which are required to undertake your current or last work role:

Reason for leaving/wanting to leave:

Dates when you are NOT available for interview:

Please note, every effort will be made to avoid these dates but we may not always be able to do so.

PREVIOUS EMPLOYMENT in date order, starting with the most recent. Please continue on a separate sheet if necessary.

Previous employers may be contacted (with your permission) to validate information provided by you.

Dates		Name & Address of Employer	Job Title & Salary	Brief outline of job role	Reason for Leaving
From	To				

SUPPORTING INFORMATION

Please describe how your skills, abilities, knowledge and experience relate to the vacancy you are applying for. You may include any unpaid work or outside interests if relevant and include examples of work and/or personal achievements. Please continue on a separate sheet if necessary.

REFERENCES

Please note, a reference will be requested from current and previous employers covering where possible the last 3 years of employment. Your current employer will not be contacted prior to offer, unless you have stated otherwise, below:

I agree that my current employer may be contacted prior to offer: YES NO

Please provide details of 2 referees whom have known you for at least the last 3 years. They must not be related to you.

First Referee – Current (or most recent) Employer

Mr/ Mrs/Miss/Ms/Other (if other, please indicate)

Last name (surname):

First name:

Position

Number of years known.....

Company Tel. Number:

Address:
.....
.....
.....

Second Referee

Mr/ Mrs/Miss/Ms/Other (if other, please indicate)

Last name (surname):

First name:

Position

Number of years known.....

Company Tel. Number:

Address:

SENDING US YOUR APPLICATION PACK

Please return the completed application pack to the address below or e-mail humanresources@jcb-finance.co.uk.

Ideally, please upload your completed application pack to our secure portal available at the Careers page; which will help us to keep your personal details secure.

Private & Confidential

Addressee only

Human Resources Department
JCB Finance Ltd
The Mill
Rocester
Staffordshire
ST14 5JW

Thank you for your interest in working at JCB Finance Ltd.

Please continue to Section C on the next page.

Section C



JCB FINANCE LTD - PRIVACY NOTICE FOR JOB APPLICANTS

JCB Finance is committed to protecting your personal information and complying with all applicable legislation in relation to data protection. This policy describes how we collect, use and disclose your personal information. The Privacy Notice applies to all job applicants whether they apply for a job role directly or indirectly through an employment agency. The Privacy Notice applies to any personal information about you that you provide to JCB Finance or which is provided to JCB Finance by third parties. The Privacy Notice is non-contractual.

The data controller in respect of personal information processed under this Privacy Notice is JCB Finance Ltd. Registered in England No.972265. Registered Office: The Mill, High Street, Rocester, Staffordshire, ST14 5JW. JCB Finance Ltd is authorised and regulated by the Financial Conduct Authority (Firm reference number 708332).

JCB Finance Ltd has two shareholders:-

- J C Bamford Excavators Ltd Registered in England No. 00561597. Registered Office Lakeside Works, Denstone Road, Rocester, Staffordshire, ST15 5JP; and
- Lombard & Ulster Ltd Registered in Ireland No. NI006915. Registered Office 11-16 Donegall Square east, Belfast, BT1 5HD (Lombard & Ulster Ltd is a subsidiary of The NatWest Group Plc).

We have a Data Protection Officer whom you can contact on FREEPHONE 0800 273348 or via email at dpo@jcb-finance.co.uk if you have any comments or queries in relation to this Privacy Notice for Job Applicants or about JCB Finance's use of your personal information.

WHY DO WE COLLECT PERSONAL INFORMATION ABOUT YOU?

JCB Finance collects and processes personal information about you so that we can assess your suitability for a job vacancy and in the event that your application is successful, your personal information would be used as the basis of our employee on-boarding and pre-employment processes. This personal information may be held by JCB Finance on paper or in electronic format. JCB Finance is committed to protecting the privacy and security of your personal information and to meeting its data protection obligations under Data Protection Legislation. The purpose of this Privacy Notice is to make you aware of how and why we will collect and use your personal information during the recruitment process.

WHAT PERSONAL INFORMATION DO WE COLLECT DURING THE RECRUITMENT PROCESS?

JCB Finance will collect the following types of personal information from you:-

- contact details including your name, address, telephone number(s) and personal email address; and
- personal information included in your CV, application form, covering letter of application, interview notes, references; and
- information about your right to work in the UK and copies of proof of right to work documentation; and
- copies of qualification certificates; and
- information and/or a copy of your driving licence; and
- details of your skills, qualifications, experience and work history with other employers; and
- information about your current salary including benefits and pension entitlements; and
- your professional memberships; and
- any other documentation which is relevant and appropriate to completing our recruitment process.

WHAT SPECIAL CATEGORIES OF PERSONAL INFORMATION DO WE COLLECT DURING THE RECRUITMENT PROCESS?

JCB Finance may also collect, use and process the following special categories of your personal information during the recruitment process (as applicable):-

- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process; and
- information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation; and
- information about your health including results of drug and alcohol screening; and
- information about criminal convictions and offences.

We will only collect and use your sensitive personal information when we have your explicit written consent. It is your choice whether to consent and your consent can be withdrawn at any time. The purpose for which we are processing or will process the types of special categories of personal information listed above, are to:-

- assess your suitability for employment;
- comply with statutory and/or regulatory requirements and obligations;
- comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations;
- ensure compliance with your statutory rights;
- ascertain your fitness to work;
- ensure effective HR, candidate and employee management and business administration; and
- monitor equal opportunities.

We may use your special categories of personal information where it is necessary for the establishment, exercise or defence of legal claims.

HOW DO WE RECEIVE AND COLLECT PERSONAL INFORMATION ABOUT YOU?

JCB Finance receives and collects personal information about you during the recruitment process either directly from you or from a third party such as an employment agency. We may also collect personal information from other external parties such as references from current and former employers, information from background check providers, information from credit reference agencies and criminal record checks from the Disclosure and Barring Service (DBS). Other than employment agencies, JCB Finance will only seek personal information from third parties during the recruitment process once an offer of employment or engagement has been made to you and we will inform you that we are doing so.

WHY AND HOW DO WE USE PERSONAL INFORMATION ABOUT YOU?

JCB Finance will only use your personal information when the law allows us to – known as the legal basis for processing. We will use your personal information in one or more of the following circumstances:-

- where we need to do so to take steps at your request prior to entering into a contract with you, or to enter into a contract with you;
- where we need to comply with a legal obligation;
- where it is necessary for our legitimate interests (or those of a third party) and your interests or your fundamental rights and freedoms do not override our interests.

Our legitimate interests include pursuing our business by employing employees, workers and contractors; managing the recruitment process; conducting due diligence on prospective employees and performing effective internal administration.

The purposes for which we are processing, or will process, your personal information are to:-

- manage the recruitment process and assess your suitability for employment;
- decide to whom to offer a job;
- comply with statutory and/or regulatory requirements and obligations eg: checking applicants' right to work in the UK;
- comply with the duty to make reasonable adjustments for applicants with disabilities and with other disability discrimination obligations;
- ensure compliance with applicants' statutory rights;
- ensure effective HR, employee management and business administration;
- monitor equal opportunities; and
- to enable us to establish, exercise or defend possible legal claims.

Please note that we may process your personal information without your consent, in compliance with these rules, where this is required or permitted by law.

WHO DO WE PROVIDE PERSONAL INFORMATION TO?

JCB Finance may provide your personal information to:

- JCB Group and Natwest Group Plc who as our shareholders, perform certain HR, pay and benefits services on our behalf;
- Fraud prevention agencies; credit reference agencies; Disclosure and Barring Scheme authorised agencies; driving licence checking authorised agencies via the DVLA,
- Former employers, to obtain references;
- Professional advisors such as lawyers; and
- a Regulator or a Government agency eg: the Financial Conduct Authority, HMRC, etc.

Your personal information may be shared internally within JCB Finance for the purposes of recruitment and selection for job vacancies, including with members of the HR department, managers of the recruiting department and IT employees if access to your personal information is necessary in the performance of their job roles.

JCB Finance will not share your personal information with third parties during the recruitment process unless your job application is successful and we make you an offer of employment or engagement. At that stage, we may also share your personal information with third parties (and their designated agents), as outlined above.

FRAUD PREVENTION

If JCB Finance makes you an offer of employment or engagement we will undertake checks for the purposes of preventing fraud and to verify your identity. We, and fraud prevention agencies, may also enable law enforcement agencies to access and use your personal data to detect, investigate and prevent crime. Fraud prevention agencies can hold your personal data for different periods of time, and if you are considered to pose a fraud risk, your data can be held for up to six years.

CREDIT RECORDS – CREDIT REFERENCE AGENCIES

If JCB Finance makes you an offer of employment or engagement, we will search your credit record via a credit reference agency. Information held about you will be taken into account when we undertake our pre-employment checks. The type of credit search we undertake on job applicants is for recruitment candidate vetting and does not place a record of our search on your credit file.

The credit reference agencies may supply us with credit information, such as the conduct of accounts in your name, fraud prevention information and public information such as County Court Judgments, bankruptcies and the Electoral Register.

The identity of the credit reference agencies, their role also as fraud prevention agencies, the data they hold, the ways in which they use and share personal information, data retention periods and your rights with the credit reference agencies are explained in more detail at <https://www.equifax.co.uk/crain.html>.

When we, credit reference and fraud prevention agencies process personal data, we do so on the basis that we have a legitimate interest in preventing fraud and to verify identity, in order to protect our business and to comply with laws that apply to us. Given the nature of our business, we have legal and regulatory obligations to ensure that people we employ can be relied upon to handle client money and information responsibly.

CRIMINAL RECORDS - DISCLOSURE & BARRING SCHEME

Similarly, given the nature of our business, we have legal and regulatory obligations to ensure that the people we employ can be relied upon to handle client money and information responsibly. If you are offered employment or engagement we may therefore, ask questions about any prior civil or criminal proceedings you may have been subject to and may also conduct criminal records checks via the DBS checking process.

AUTOMATED DECISION-MAKING

JCB Finance will not use automated decision-making systems to assess your credit history and to check for unspent criminal convictions (post-offer).

CONSEQUENCES OF PROCESSING

If we determine that you pose a fraud risk or would not be a suitable employee based on your search results, we reserve the right to retract any offer of employment or engagement which has already been made to you. A record of any fraud will be retained by the fraud prevention agencies and may result in others refusing to provide services, financing or employment to you.

WHERE WE STORE YOUR INFORMATION

Your personal information may be stored in our HR files which are locked and to which only authorised personnel have access and on our secure servers which are operated by JCB Finance or its third party service providers. JCB Finance is ISO 27001 accredited which demonstrates our commitment to managing your personal information safely and securely.

HOW LONG WILL WE KEEP PERSONAL INFORMATION ABOUT YOU?

JCB Finance will keep interview notes following your interview(s) for 12 months if we do not employ or engage you by the end of the recruitment period. We do not retain application forms or CVs of unsuccessful applicants unless we obtain your permission to do so. We will destroy application forms and CVs of unsuccessful applicants within a month of the end of the recruitment period unless we obtain your permission to retain your personal details for longer (eg: in case there are future suitable employment opportunities) and in this case we would retain your personal information for up to 6 months. We may keep your data for longer periods if we cannot delete it for legal reasons. Maintaining your personal information for these periods allows us to keep accurate records for our legal obligations and to handle any future complaints.

DATA TRANSFERS

JCB Finance does not transfer potential employee data outside the European Economic Area (EEA). Whenever fraud prevention agencies transfer your personal data outside of the EEA, they impose contractual obligations on the recipients of that information to protect it to the standard required in the EEA.

YOUR RIGHTS

You have the following rights in connection with your personal information processed by JCB Finance:

- **ACCESS** – you can request access to your personal information and further details about how your personal information is handled by JCB Finance.
- **OBJECT** – you have the right to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground.
- **RECTIFICATION** – you can request rectification of any incorrect personal data held about you.
- **ERASURE** – you can request erasure of any personal data where the processing is based on explicit consent.

You can exercise any of these rights at any time by contacting our HR Department using the contact details provided at the top of this page.

In the limited circumstances where you have provided your consent to the processing of your personal information for specific purposes, you have the right to withdraw your consent for that specific processing at any time. If you wish to withdraw your consent, please contact our HR Department. Once we have received notification that you have withdrawn your consent, we will no longer process your personal information for the purpose you originally agreed to.

If you are concerned or have questions about how JCB Finance handles your personal data please contact us and we will do our best to assist you. Please note that you have the right to lodge a complaint with the UK Information Commissioner's Office (or any other appropriate supervisory authority), which may be accessed through the following link <https://ico.org.uk/concerns/>

CHANGES TO OUR PRIVACY NOTICE

JCB Finance reserves the right to revise this Privacy Notice or any part of it from time-to-time.

Please continue to Section D on the next page

Section D

Lists of acceptable documents for right to work in the UK checks

LIST 1	
Acceptable documents to establish a continuous statutory excuse	
1	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued over/

Section D/continued

Lists of acceptable documents for right to work in the UK checks

LIST 2	
GROUP 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave.	
1	A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3	A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4	A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
GROUP 2 – Documents where a time-limited statutory excuse lasts for 6 months	
1	A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
2	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3	A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

End of Application Pack