



EP01 – APPLICATION FOR EMPLOYMENT

You have expressed an interest in possible employment at F B Taylor (Cable Contractors) Ltd and, as a result been given an application form. On completion please scan and e-mail your fully completed application (and any CV) to: recruitment@fbtaylor.co.uk or alternatively, post your application to the address shown at the top of this page.

Attached with this application form is an information sheet which contains details about the company, cable installation work positions, right to work checks, DBS and DS disclosures, Identification requirements and the CCNSG Passport Scheme along with our data protection privacy notice for recruitment.

Note: ALL questions need to be fully answered (For YES and NO answers – please CIRCLE as appropriate)

| | | | |
|------------------------------------|--|----------------------------------------|--|
| Position Applied For | | | |
| Title (Mr, Mrs, Miss, etc.) | | Surname | |
| Full Forename(s) | | Surname at Birth (if different) | |
| Address | | Post Code | |
| Home Telephone | | Mobile Telephone | |
| National Insurance Number | | E-mail Address | |

| | | |
|--------------------------------------------------------------------------------------------------------------------|-----|----|
| *Do you have a valid full UK Driving Licence (if yes original will be required to be produced at Interview) | YES | NO |
|--------------------------------------------------------------------------------------------------------------------|-----|----|

| | | |
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| Are you willing to work and lodge away from home at very short notice on projects in the UK, Ireland and Europe? | YES | NO |
|------------------------------------------------------------------------------------------------------------------|-----|----|

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| The company operates 11-day+ continuous working patterns, backshifts, night work, etc., (plus other additional patterns as per contract/site requirements). Are you agreeable to work such shift patterns? | YES | NO |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|

| | | | | |
|----------------------------------------------------------------|-----|----|--------------|---------------------|
| Have you ever been graded with the Joint Industry Board (JIB)? | YES | NO | If Yes Grade | Years of Experience |
|----------------------------------------------------------------|-----|----|--------------|---------------------|

| | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----------------|-------------|
| *Do you have a valid Joint Industry Board (JIB) ECS grade card displaying CSCS Holograms? https://www.ecscard.org.uk/card-types | YES | NO | If Yes, Number | Expiry Date |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----------------|-------------|

| | | | | |
|-----------------------------------------|-----|----|---------------|--------------|
| Have you worked for the company before? | YES | NO | If Yes, Dates | Leave Reason |
|-----------------------------------------|-----|----|---------------|--------------|

Training & Competence (*= copy certificates/ID cards will be required at Interview)

| | | | | |
|---------------------------------------------------------------------------------------------------------------------|-----|----|----------------|-------------|
| *Do you have a valid CCNSG Scheme Safety Passport? http://www.ccmsg.com/ | YES | NO | If Yes, Number | Expiry Date |
|---------------------------------------------------------------------------------------------------------------------|-----|----|----------------|-------------|

| | | | | |
|--------------------------------------------------------------------------------------------------------------------------------|-----|----|----------------|-------------|
| *Do you have a valid CPCS Scheme Plant Operators Licence? https://www.citb.co.uk/ | YES | NO | If Yes, Number | Expiry Date |
|--------------------------------------------------------------------------------------------------------------------------------|-----|----|----------------|-------------|

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|----------------------------------------------------------------------------------------------------------------------|-----|----|----------------|-------------|
| *Do you have a valid other type of CSCS card? https://www.cscs.uk.com/ | YES | NO | If Yes, Number | Expiry Date |
|----------------------------------------------------------------------------------------------------------------------|-----|----|----------------|-------------|

*List any other qualifications (NVQ's, C&G's, etc.,) or other training certificates (IPAF, PAL, Confined Space, etc.);

(Use separate sheet as necessary)



F B Taylor (Cable Contractors) Ltd
5 Camp Hill Close, Ripon, North Yorkshire. HG4 1QY

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FOR EMPLOYMENT

Note: **ALL** questions need to be fully answered (For YES and NO answers – please **CIRCLE** as appropriate)

Employment History/Reference Check – Fully complete BOTH (commence with present or most recent employer)

| | | | | |
|--------------------------|---------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------|
| Company Name and Address | Your Position | Full Dates Employed (from and to) | May we contact for a reference prior to Interview? <input type="checkbox"/> YES <input type="checkbox"/> NO | Reason for leaving |
| Company Name and Address | Your Position | Full Dates Employed (from and to) | May we contact for a reference prior to Interview? <input type="checkbox"/> YES <input type="checkbox"/> NO | Reason for leaving |

UK Immigration Act

| | | | | | |
|------------------------------------------|-----|----|-----------------------------------------|-----|----|
| Do you have the right to work in the UK? | YES | NO | Are you subject to Immigration Control? | YES | NO |
|------------------------------------------|-----|----|-----------------------------------------|-----|----|

Additional Information

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Do you have any long or short term medical conditions that could have a substantial adverse effect on your ability to undertake the intrinsic related functions of the day to day job, i.e. heavy manual handling activities, work at height (including using harnesses and lanyards), work in confined spaces (using breathing apparatus), work in tunnels, occasional lone working, etc.? | YES | NO |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|

If you have answered **YES** please let us know of any reasonable adjustment(s) we may be able to make to assist you with your normal day to day activities so you are able to work within the Intrinsic related functions of the job;

Note: A pre-employment Occupational Health Assessment may be required if you have answered Yes. (Use separate sheet as necessary)

Data Protection Privacy Notice for Recruitment

Please read the Information Sheet for Applicants and Data Protection Privacy Notice for Recruitment before signing and submitting this application form as the information that you provide on this form and any that is obtained from other relevant sources will be used to process your application for employment.

If you take up a position with the company, the information provided will be used in the administration of your employment with the company. If there is a complaint or legal challenge relevant to this recruitment process, the information collected may be checked with third parties or against other information held by the company. The company may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By submitting the application form you agree to the processing of personal data in accordance with the company's registration with the Information Commissioner's Office (ICO – registration number: Z1247237) and GDPR 2018.

DECLARATION:

I confirm the information provided in this application is correct and true and I have been made aware of the Data Protection Privacy Notice for Recruitment. I also understand that for some employment positions the company may need to apply for CRB checks through the Disclosure and Barring Service (DBS) and Disclosure Scotland (DS) and I agree to such checks. I understand that if any information is found to be false or if I withhold relevant details that any offer of employment may be withdrawn or subsequent employment with the company may be terminated without notice. I further confirm that if an offer of employment is made I am prepared to work a twelve-week temporary trial period* from date of commencement.

*subject to extension

| | | | |
|--------|--|------|--|
| SIGNED | | DATE | |
|--------|--|------|--|

**All application forms must be fully completed and signed and dated
UNSIGNED AND UNDATED APPLICATIONS WILL BE VOID AND IMMEDIATELY DESTROYED**

If you are selected for an Interview and have any special requirements, please ensure you contact us **in advance** to discuss your needs.



EP01 – Information Sheet for applicants and GDPR Privacy Notice for Recruitment

The Company

F B Taylor (Cable Contractors) Ltd 'the company' was established in 1966 and we are a major cabling sub-contractor operating throughout the United Kingdom and Europe. The company's Head Office, stores and workshops are in Ripon, North Yorkshire.

Our experience is wide-ranging, covering the installation of all types of cables for power stations, petro-chemical plants, construction sites, waste water treatment plants, HM prisons, airports, etc. We are an approved preferred cable contractor under the supply chain management systems of the UK's major electrical contractors. For further information about us and the type of work we do please view our web site at: www.fbtaylor.co.uk

Site Based Cable Installation Work Positions

Applicants applying for site-based positions should be aware that the intrinsic related functions of the day to day job **include**; heavy manual handling activities, working at height (including using harnesses and lanyards), work in confined spaces, work in tunnels, occasional lone working, etc. We also work shift patterns that include; 11-day+ continuous working, backshift, night work, etc. (plus other additional shift patterns as per contract/site requirements).

The job involves working both locally and away from home on projects throughout the UK, Ireland, Channel Islands and some areas of Europe. Applicants applying for positions must be available to work at any locations where the company have contracts at short notice.

Right to Work Checks, Disclosures and Identification

All applicants must have a right to work in the UK. If selected for Interview applicants will need to produce original evidence of their right to work in the UK. Applicants can view what evidence is needed by visiting: <https://www.gov.uk/legal-right-work-uk> If applicants cannot produce required evidence they should not complete or submit this application form.

For some employment positions the company may need to apply for CRB checks through the Disclosure and Barring Service (DBS) and Disclosure Scotland (DS). The company will comply with the DBS and DS Code of Practice and our data protection obligations, to treat prospective employees fairly and not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed (note: applicants can freely request a copy of the GDPR Criminal Records Information policy from data@fbaylor.co.uk).

Site Clearance: Applicants should be aware that if they are successful in gaining employment with us they will need to supply original identification and complete both paper and on-line security vetting questionnaires within deadline dates to gain entry to some work locations (nuclear sector, prisons, etc.). **Ideally, for disclosure purposes, at Interview applicants should be able to produce one valid photographic ID (Passport or Driving Licence) and one recent Utility Bill showing name & current address**

Equality and Diversity

The company is committed to provide diversity and equality to all in employment, irrespective of their colour, race, age, nationality, national or ethnic origin, disability, sex or marital status, sexual orientation or religion. We oppose all forms of unlawful and unfair discrimination, including harassment and intimidation. We are an equal opportunities company.

All employees, whether part time, full time or temporary, will be treated fairly and equally. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude, skills, ability and merit.

Health, Safety and Environmental Training – CCNSG Safety Passport

The construction Industry recognises that all people working in the Industry should understand Health, Safety and the Environment at Work. The company prefer that applicants have completed the **CCNSG 2-day Safety Passport Course** as this training programme is widely accepted throughout our Industry sector. Once completed, CCNSG Passports are valid for 3 years.

For information on approved course providers of the 2-day CCNSG Safety Passport Scheme and course fees please visit: www.ccmsg.com/find-a-ccmsg/approved-centre-list/find-a-ccmsg-approved-training-provider/ Tel: 01923 260000

Alternatively, the Joint Industry Board (JIB) offer potential members the ECS Health, Safety & Environmental Assessment. For information on ECS cards visit; <https://www.ecscard.org.uk> Applicants can download the assessment test questions at:

<https://www.ecscard.org.uk/ECS/media/root/downloads/ECS033-H-S-Revision-Guide.pdf>

For venues that carry out the ECS Assessment and assessment fees please visit:

<https://www.ecscard.org.uk/health,-safety-environmental-assessment>

Note: The company requires applicants not already in receipt of a valid CCNSG Safety Passport or ECS H&S assessment certificate to undertake testing prior to employment. Fees are not the responsibility of the company. However, attending a 2-day CCNSG Safety Passport Course or passing the ECS H&S Assessment **does not** guarantee employment with the company.

Should applicants have any queries about completion of the application form they can contact the company's Labour Department who will be able to assist: **Labour Department Tel: 01765 600261 (9am to 5pm weekdays)**

DATA PROTECTION PRIVACY NOTICE FOR RECRUITMENT

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

1/ WHO COLLECTS THE INFORMATION

FB Taylor (Cable Contractors) Limited ('Company') is a 'data controller' and gathers and uses certain information about you. This information is also used by our group company, namely F B Taylor (Holdings) Ltd and so, in this notice, references to 'we' or 'us' mean the Company and our holding company.

2/ DATA PROTECTION PRINCIPLES

We will comply with the data protection principles when gathering and using personal information, as set out in our GDPR Data Protection Policy.

3/ WHAT INFORMATION

We may collect the following information up to and including the shortlisting stage of the recruitment process:

- Your name and contact details (i.e. address, home and mobile phone numbers, email address);
- Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- Information regarding your criminal record;
- Details of your referees.

We may collect the following information after the shortlisting stage, and before making a final decision to recruit:

- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers *;
- Information regarding your academic and professional qualifications *;
- Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) *;
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information *;
- A copy of your driving licence *.

You are required to provide the categories of information marked '*' above to us to enable us to verify your right to work and suitability for the position.

4/ HOW WE COLLECT THE INFORMATION

We may collect this information from you, your referees (details of whom you will have provided), your education provider, the relevant professional body, the Disclosure and Barring Service (DBS), Disclosure Scotland (DS) and the Home Office.

5/ WHY WE COLLECT THE INFORMATION AND HOW WE USE IT

We will typically collect and use this information for the following purposes (other purposes that may also apply are explained in our GDPR Data Protection Policy):

- to take steps to enter into a contract;
- for compliance with a legal obligation (e.g. our obligation to check that you are eligible to work in the United Kingdom);
- for the performance of a task carried out in the public interest; and
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

6/ HOW WE MAY SHARE THE INFORMATION

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised, but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

7/ SENSITIVE PERSONAL INFORMATION

Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our Criminal Records Information Policy.

8/ WHERE INFORMATION MAY BE HELD

Information may be held at our offices and, and third-party agencies, service providers, representatives and agents as described above.

9/ HOW LONG WE KEEP YOUR INFORMATION

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful, and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment.

10/ YOUR RIGHTS TO CORRECT AND ACCESS YOUR INFORMATION AND TO ASK FOR IT TO BE ERASED

Please contact our Data Protection Officer who can be contacted by email at data@fbtaylor.co.uk if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. The Data Controller will provide you with further information about the right to be forgotten if you ask for it.

11/ KEEPING YOUR PERSONAL INFORMATION SECURE

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

12/ HOW TO COMPLAIN

We hope that our Data Controller can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.