

Kindly fill all sections completely; do not write "refer to CV." Send the application form and related documents (such as CV and any relevant documents) to careers@terapage.ai

JOB APPLICATION FORM

Vacancy Title:

Please tell us how you
heard about this vacancy:

PERSONAL INFORMATION

Name

First Name

Last Name

Date of Birth

Address

Street Name

City

Postal Code

Phone

+

Home Phone

+

Mobile Phone

E-mail
address

National Insurance No.

DRIVING LICENSE:

Do you hold a full, clean driving license valid in the UK?

☐ Yes ☐ No

Do you have access to a vehicle?

☐ Yes ☐ No

PEFERRED HOURS

Full-time

OR

Part-time

We like our employees to be willing to work flexibly across the week, and need to know when other commitments mean you may not be available to work: Please tick when you are unavailable:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Early							
Late							
Night							

EDUCATION / QUALIFICATIONS

Copies of relevant qualifications will be required at the interview.

School (11+)	Study Dates	Qualification/Grades	Date Obtained
College/University	Study Dates	Qualification/Grades	Date Obtained
Ongoing Professional Development	Study Dates	Qualification / Grades	Date Obtained

TRAINING AND DEVELOPMENT

Please use the space below to give details of any training or non-qualification-based development which is relevant to the post and supports your application.

Training Courses	Course Details (Including the length of course/nature of training)

Current Membership of any Professional Body/Organisation

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EMPLOYMENT HISTORY

Previous Employment: Please provide details of any previous experience (paid or unpaid), beginning with the most recent first.

Current or most recent employer

Name of Employer:

--

Address:

--

Street Name

--

City

--

Postal Code

Position Held:

--

Date Started:

--

Leaving Date:

--

Reason for Leaving:

--

Salary on Leaving
this post:

--

Line Manager Contact
Name (For reference):

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Brief description of duties:

Previous employer

Name of Employer:

Address:

Street Name

City

Postal Code

Position Held:

Date Started:

Leaving Date:

Reason for Leaving:

Salary on Leaving
this post:

Line Manager Contact
Name (For reference):

Brief description of duties:

Previous employer

Name of Employer:

Address:

Street Name

City Postal Code

Position Held:

Date Started: Leaving Date:

Reason for Leaving

Salary on Leaving this post: Line Manager Contact Name (For reference):

Brief description of duties:

Continue on separate sheets if necessary

INFORMATION IN SUPPORT OF YOUR APPLICATION

Skills, abilities, and experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. See the guidance sheet for further information.

Continue on separate sheets if necessary

REASONABLE ADJUSTMENTS / ARRANGEMENTS FOR INTERVIEW

Please contact us if you need the application form in an alternative format.

Do you require any reasonable adjustments?

☐ Yes ☐ No

If "yes" please use the space below to tell us what these are.

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be.

ASYLUM & IMMIGRATION ACT

Are you legally eligible to work within the UK or where you reside?

☐

Yes

☐

No

If yes, please confirm the evidence you will be providing to support your eligibility

If appointed when could you start? Give a period of notice if applicable

REFERENCES

Please give the detail of **two EMPLOYER** references – see guidance sheet for further information.
Offers of Employment are subject to the receipt of 2 suitable references

Name of Referee and
relationship to you:

Address:

City

Postal Code

Email:

Tel:

Name of Referee and
relationship to you:

Address:

City

Postal Code

Email:

Tel:

ANNUAL LEAVE

Do you have any annual leave currently booked:

Yes

☐

No

☐

If 'Yes' please advice dates:

DECLARATION

Statement to be Signed by the Applicant

Please sign in the appropriate place below. **If this form is not completed and signed, your application will not be considered.**

I agree that Terapage can create and maintain computer and paper records of my data and that this will be processed and stored by the General Data Protection Regulations (2018) and Privacy Notice.

I confirm that Terapage has my permission to contact previous employers, and any referees noted in the section above, to obtain references.

I confirm that all the information given by me on this form is correct and accurate, and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Print name:

Date:

TERAPAGE APPLICANT PRIVACY NOTICE

Data controller: Terapage

Data Protection Officer: Terapage (dpo@terapage.ai)

Within the context of each recruitment process, the Company collects and processes the personal data of the job applicants during the recruitment process. The Company is committed to maintaining transparency in data collection and utilisation, in line with its data protection responsibilities.

What information does the Company collect?

The Company acquires an extensive range of information about your profile. This includes:

1. Your full name, residential address, and contact details, including email address and phone number.
2. Details of your educational qualifications, skills, professional experience, and employment history.
3. Information regarding any memberships in professional organisations.
4. Data relating to your current salary level and associated benefits.
5. Indication of any disabilities requiring reasonable accommodations during the recruitment process.
6. Details about your eligibility to work in the United Kingdom.

The Company may utilise various methods to collect this information, including application forms, CVs, identity documents like passports, driver's license, interviews, or other assessment methods.

Additionally, personal data may be obtained from external sources, such as references provided by previous employers or data obtained from criminal records checks.

In such cases, the Company will engage with third parties once a conditional job offer has been made, and you will be informed about this.

Data storage will be distributed across various platforms, including your application record, HR management systems, and other IT systems, including email.

What is the purpose of processing personal data by the Company?

The Company's data processing is undertaken to carry out actions upon your request, before entering into a contractual agreement with you. Additionally, data may be processed to establish a contractual agreement with you.

In certain circumstances, data processing is necessary to ensure compliance with legal obligations. For example, verification of an applicant's eligibility to work in the UK or the country where you live is required before commencing employment.

The Company has a legitimate interest in processing personal data and keeping records throughout the recruitment process. Processing data from job applicants enables the Company to navigate the recruitment procedure, assess and confirm a candidate's suitability for employment, and determine appropriate job offers. Furthermore, data from job applicants may need to be processed to address and respond to legal claims.

The Company may process special categories of data, such as information relating to ethnicity, sexual orientation, religion, or belief, to monitor recruitment statistics.

Additionally, data may be collected regarding an applicant's disability status to facilitate reasonable adjustments for candidates with disabilities. These data processing activities are carried out to fulfil the company's obligations and exercise specific rights related to employment.

The Company is legally obliged to collect information about criminal convictions and offences. This data collection is necessary to fulfil its obligations and exercise specific rights in connection with employment.

In the event of an unsuccessful application, the Company may retain your data for potential future employment opportunities that match your profile. Before storing your data for this purpose, the Company will seek your consent, which you can subsequently withdraw at your discretion.

Data Access:

Within our organisation, your information may be shared with relevant stakeholders involved in the recruitment process, including Human Resources (HR) and recruitment personnel, interviewers, business area managers responsible for the vacancy, and IT staff requiring access to their respective roles.

Third-party sharing:

We will not disclose your data to external parties unless your application leads to a job offer. In such instances, your data may be shared with previous employers for reference checks and with the Disclosure

and Barring Service for obligatory criminal records checks.

International Data Transfer:

We do not transfer your data outside the European Economic Area.

Data Protection:

The Company maintains robust data protection measures to ensure the security of personal data. We have implemented internal policies and controls to prevent data loss, accidental destruction, misuse, or unauthorised access. Personal data, especially in electronic format, is securely stored with password protection and restricted access.

Data Retention:

If your job application is unsuccessful, we will retain your data for a period of 6 months after the relevant recruitment process concludes.

After this period, or if you withdraw your consent, your data will be either deleted or securely disposed of.

If your job application is successful, the personal data collected during the recruitment process will be incorporated into your personnel file and kept throughout your employment. The specific retention periods for your data will be provided to you in a new privacy notice.

Your rights

As an individual whose data is processed, you have specific rights:

You can:

- Exercise your right to access and obtain a duplicate of your data by submitting a formal request known as a Subject Access Request (SAR).
- Seek rectification of any inaccurate or incomplete data maintained by the Company.
- Submit a request for the erasure or cessation of processing of your data, when it is no longer necessary for processing purposes.

You also have the right to:

- Express objection to the processing of your data, particularly when the Company relies on its legitimate interests as the legal basis for processing.
- If you wish to exercise any of these rights, please direct your inquiry to the Data Protection Officer, whose contact details are provided above.
- If you believe that the Company has not upheld your data protection rights, you have the option to file a complaint with the Information Commissioner.

What happens if you choose not to provide personal information?

You are under no legal or contractual obligation to provide data to the Company during the recruitment process. However, failure to provide such information may hinder the Company's ability to adequately or completely process your application.

Automated decision-making

The recruitment processes do not solely rely on automated decision-making.

I hereby confirm that I have reviewed and understood this Privacy Notice.

Name	Date	Signed

GUIDANCE SHEET

Please familiarise yourself with the following guidelines to facilitate the completion of your application form:

- It is compulsory to complete all sections of the form, regardless of whether you are including a CV.
- Emphasise clarity and legibility while filling out the form, ensuring minimal errors. Consider preparing a draft version beforehand to ensure satisfaction with the provided information. Always review the final version before submission.

If you require confirmation of your application:

- If emailing, enable a read receipt feature in your email account.
- If sending via post, enclose a stamped and addressed envelope.
- Please note that due to limited resources, we are unable to confirm receipt of applications by phone.

To finalise your application:

- Use clear and legible handwriting or write using black ink.
- Indicate the job title for which you are applying.
- In the 'Employment History' section, provide reasons for leaving previous positions.
- Address any gaps in your work history with relevant explanations.
- During the interview stage, verification of qualifications and membership in professional organisations will be necessary.
- Proof of eligibility to work in the UK or the country where you live will be required for the interview to proceed.

REFERENCES

Please note our reference procedure:

- Following the interview and conditional offer of the position, we will initiate contact with your professional references. It is imperative that you furnish complete contact details, including accurate email addresses for your referees, to prevent any delays in processing reference inquiries.
- In instances where employer references are unavailable, we will request references from individuals who hold specific roles at educational institutions where you pursued studies, or from individuals familiar with your professional capacities. Kindly refrain from listing family members or cohabitants as referees.
- The formal confirmation of your appointment will only transpire once we are content with the feedback garnered from your referees.

SUPPORTING STATEMENT

The section of the form in which you articulate your suitability for the position is commonly referred to as the "supporting statement." This component holds paramount importance within the application form.

Please consider the following points:

- Evaluation of applications is contingent upon the information provided. It is imperative to showcase your competencies.
- Elaborate on how your qualifications align with each aspect outlined in the person specification, substantiated with instances from your prior experiences. This alignment should be contextualised within the scope of the job description.
- Applications that seamlessly integrate these three dimensions and are presented in a clear structure (such as numbered points corresponding to the person specification) often stand out as the most robust submissions.
- We expect the supporting statement to cover at least half of one side of an A4 sheet and not exceed two sides.
- Use concise and unequivocal sentences, while avoiding overstatements.
- Honesty is of utmost importance; we strongly discourage the fabrication of claims.
- For those transitioning careers, emphasise transferable skills applicable to the role being sought.
- Submitting your application well in advance of the closing date is advised; aiming for the day preceding the deadline is recommended.

Lastly, we extend our best wishes for a successful application process and express our gratitude for your interest in Terapage.

