

# New Farm Produce Ltd

Park View Farm, Elmhurst, Lichfield, Staffs WS13 8EX  
 TEL. 01543 256022  
 E-MAIL info@newfarmproduce.co.uk  
 WWW.NEWFARMPRODUCE.CO.UK



## APPLICATION FORM 2020 FOR SEASONAL WORKERS

PLEASE, COMPLETE THIS FORM AS CLEARLY AS POSSIBLE, EITHER IN BLACK INK OR TYPED.  
 PLEASE, READ OUR SEASONAL WORK INFORMATION PLACED ON OUR WEBSITE:  
 WWW.NEWFARMPRODUCE.CO.UK

SURNAME/FAMILY NAME																					
NAME/GIVEN NAME																					
NATIONALITY																					
GENDER	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>		DATE OF BIRTH																	
ADDRESS																					
COUNTRY																					
TELEPHONE NO																					
E-MAIL																					
ARE YOU COLOUR-BLIND?										YES <input type="checkbox"/>					NO <input type="checkbox"/>						
DO YOU HAVE ANY HEALTH PROBLEMS, REGULAR MEDICAL TREATMENTS, ILLNESSES OR ANY PHYSICAL DISABILITIES, WHICH WE SHOULD KNOW ABOUT?										YES <input type="checkbox"/>					NO <input type="checkbox"/>						
IF YES, PLEASE GIVE DETAILS BELOW:																					
DO YOU HAVE ANY CRIMINAL CONVICTIONS?										YES <input type="checkbox"/>					NO <input type="checkbox"/>						
CAN YOU SPEAK ENGLISH?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		LEVEL:		<input type="checkbox"/> BASIC		<input type="checkbox"/> CONVERSATIONAL			<input type="checkbox"/> EXCELLENT						
CAN YOU SPEAK ANY OTHER FOREIGN LANGUAGES?								YES <input type="checkbox"/>		NO <input type="checkbox"/>		PLEASE STATE, WHICH?									
HAVE YOU GOT A DRIVING LICENCE?								YES <input type="checkbox"/>		NO <input type="checkbox"/>		CATEGORY:									
HAVE YOU WORKED AT OUR FARM BEFORE?										YES <input type="checkbox"/>					NO <input type="checkbox"/>						
IF YES, WHEN/WHAT EMPLOYEE NUMBER?																					
HOW MANY DAYS PER WEEK WOULD YOU LIKE TO WORK?										1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>					
WHAT KIND OF JOB ARE YOU PREPARED TO DO?																					
PLANTING & OTHER CULTURAL WORK (FEB-MAY)										YES <input type="checkbox"/>					NO <input type="checkbox"/>						
ASPARAGUS CUTTING & PACKING (APR-JUN)										YES <input type="checkbox"/>					NO <input type="checkbox"/>						
STRAWBERRY PICKING & PACKING (MAY-OCT)										YES <input type="checkbox"/>					NO <input type="checkbox"/>						
RASPBERRY PICKING & PACKING (JUN-NOV)										YES <input type="checkbox"/>					NO <input type="checkbox"/>						



Directors: D J McGuffie, S A McGuffie  
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BLUEBERRY PICKING & PACKING (JUN-OCT)		YES <input type="checkbox"/>	NO <input type="checkbox"/>
OTHER? _____			
HAVE YOU GOT ANY PREVIOUS WORK EXPERIENCE?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, PLEASE, GIVE MORE DETAILS OF EXPERIENCE.			
WHEN WOULD YOU LIKE TO COME TO WORK? (PLEASE NOTE – MINIMUM 2 MONTHS)			
START DATE		FINISH DATE	
DO YOU APPLY FOR A JOB AT NEW FARM WITH SOME OTHER FRIENDS?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, PLEASE GIVE US THE NAMES OF YOUR FRIENDS BELOW			
DO YOU REQUIRE ACCOMMODATION?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
HOW DID YOU FIND OUT ABOUT OUR FARM?			
<input type="checkbox"/> FRIENDS/FAMILY	PERSONS NAME		
<input type="checkbox"/> INTERNET			
<input type="checkbox"/> OTHER			
HAVE YOU PAID ANYONE OR WILL YOU PAY ANYONE TO GET A JOB AT OUR FARM?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, PLEASE GIVE MORE DETAILS			
HAVE YOU READ OUR INFORMATION ABOUT SEASONAL WORK ON OUR WEBSITE: <a href="http://www.newfarmproduce.co.uk">www.newfarmproduce.co.uk</a> ?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

**THANK YOU FOR YOUR TIME AND HONESTY.**

*Please, note: On our farm we grow asparagus, strawberries, raspberries and blueberries. Field jobs like planting and picking are very hard. You **must be** in a good health both mentally and physically. We **cannot** offer alternative jobs just because the work is too hard.*

PLEASE, NOTE: COMPLETED APPLICATION DOES NOT GUARANTEE YOU A JOB.

ALL APPLICANTS MUST UNDERSTAND THAT IF ANY INFORMATION IN THIS APPLICATION IS FOUND TO BE UNTRUE, NEW FARM PRODUCE LTD RESERVES THE RIGHT TO TERMINATE ANY OFFER OF A JOB.

PLEASE, POST THIS FORM TO:

**HUMAN RESOURCES, NEW FARM PRODUCE LTD, PARK VIEW, NEW FARM, ELMHURST LICHFIELD, STAFFS WS13 8EX, UNITED KINGDOM**

OR SEND BY E-MAIL TO: [JOBS@NEWFARMPRODUCE.CO.UK](mailto:JOBS@NEWFARMPRODUCE.CO.UK)



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## Job Applicant Privacy Notice

**Data controller:** New Farm Produce Ltd (NFP) Stephen McGuffie, 01543256022 07885946925, [stephen@newfarmproduce.co.uk](mailto:stephen@newfarmproduce.co.uk).

**Data protection officer/Person responsible for GDPR Compliance:** Stephen McGuffie, 01543256022, 07885946925, [stephen@newfarmproduce.co.uk](mailto:stephen@newfarmproduce.co.uk).

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. NFP is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information does NFP collect?

NFP collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number; date of birth and gender.
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers..
- information about your current level of remuneration, including benefit and 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; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

NFP 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.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### Why does NFP process personal data?

NFP needs to process data to take steps at your request prior to entering into a contract with you. We also needs to process your data to enter into a contract with you.

In some cases, NFP 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.

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

Where NFP relies on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

NFP processes health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where NFP processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

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



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## Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

NFP will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. NFP may then share your data where relevant with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

NFP will not transfer your data outside the European Economic Area.

## How does NFP protect data?

NFP 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 except by our employees in the proper performance of their duties. Documents are securely stored in a locked filing cabinet, it is restricted to staff who are responsible for processing your data. The computer system has restricted access and requires a login password to access the data

## For how long does NFP keep data?

If your application for employment is unsuccessful, NFP will hold your data on file for 6 months after the end of the relevant recruitment process

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 a new privacy notice.

## Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require NFP to change incorrect or incomplete data;
- require NFP to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask NFP to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Karina Kulma-McGuffie, [karina@newfarmproduce.co.uk](mailto:karina@newfarmproduce.co.uk) or Stephen McGuffie, [Stephen@newfarmproduce.co.uk](mailto:Stephen@newfarmproduce.co.uk)

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to NFP during the recruitment process. However, if you do not provide the information, NFP may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

## Automated decision-making

Recruitment processes are not based solely on automated decision-making.



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