

Start your future with



PROUDLY LOCALLY OWNED



JOB APPLICATION FORM

FULL NAME (IN CAPITALS)

POSITION APPLYING FOR

FULL TIME

PART TIME

Completed Application Forms to be returned to the **HR Department,**
Isle of Man Enterprises Group, Centre House, Little Switzerland, Douglas, Isle of Man IM2 4RE

HR ADMINISTRATION DATE RECEIVED _____



Shoprite means much more than just a store to thousands of Island families. As well as being the Island's No.1 grocer, we're the biggest supporter of local agriculture and fresh food producers.

With stores all over the Island, we employ hundreds of people directly and generate income for many others in local businesses of every kind. Additionally, we have exclusive partnership arrangements with top UK retailers as well as having the Island franchise for a leading sandwich chain.

JUST THE JOB FOR YOU!

Looking for full time or part time work? No problem either way. We can often fit in with hours that suit you. Our location options also mean there's a good chance you won't have to travel far to work. We offer competitive pay, benefits and, if you're genuinely career minded, training to go as far as you wish.

STORES AND WAREHOUSE

There are opportunities in our stores for shelf stockists and checkout staff and we train people for specialist jobs like butchery. We also have a warehouse so there are opportunities for stock controllers, warehouse staff and drivers.

BUYING, MARKETING, IT AND FINANCE

We're proud of our Island identity and manage the whole of our multimillion pound business locally. We're always looking for talented individuals to join the head office team responsible for all aspects of Isle of Man Enterprises Group.



4. PREVIOUS EMPLOYMENT

PLEASE GIVE DETAILS OF YOUR LAST TWO JOBS, BEGINNING WITH YOUR PRESENT OR MOST RECENT.

NAME		NAME	
ADDRESS		ADDRESS	
POSTCODE		POSTCODE	
PHONE NUMBER		PHONE NUMBER	
EMAIL		EMAIL	
POSITION HELD		POSITION HELD	
DATE JOINED	DATE LEFT	DATE JOINED	DATE LEFT
REASON FOR LEAVING		REASON FOR LEAVING	

ANY RELEVANT POSTS HELD BEFORE CAN ALSO BE MENTIONED.

5. CRIMINAL CONVICTIONS

Under the Isle of Man Rehabilitation of Offenders Act 2001, there is no requirement to inform us of any 'spent' convictions.

HAVE YOU ANY UNSPENT CRIMINAL CONVICTIONS? YES NO IF **YES**, PLEASE PROVIDE DETAILS (OFFENCES, JUDGMENTS AND DATES)

HAVE YOU ANY PROSECUTIONS PENDING? YES NO IF **YES**, PLEASE PROVIDE DETAILS

6. SKILLS & ATTRIBUTES

A career in retail provides many rewards and challenges. In order to help assess your competencies, we have identified 3 key skills that will be vital to you achieving success. Please give examples of where you have displayed these skills either in work, education or leisure time.

CUSTOMER SERVICE

DESCRIBE 2 OCCASIONS WHERE YOU HAVE DELIVERED GOOD CUSTOMER SERVICE.

TEAMWORK

DESCRIBE 2 OCCASIONS WHERE YOU HAVE DEMONSTRATED ABILITY TO WORK AS PART OF A TEAM TO ACHIEVE A KEY TASK.

PROBLEM SOLVING

PROVIDE DETAILS OF A PROBLEM YOU HAVE HAD TO OVERCOME. HOW DID YOU FIND A SOLUTION?

PLEASE ALSO ADVISE 3 PERSONAL ATTRIBUTES WHICH YOU THINK WILL HELP YOU SUCCEED IN THE POSITION.

7. EQUAL OPPORTUNITIES

We are committed to promoting equal opportunities in employment and avoiding discrimination at work. We will treat job applicants equally regardless of age; disability; gender reassignment; marital or civil partner status; pregnancy or maternity; race, colour, nationality, ethnic or national origin; religion or belief; sex or sexual orientation.

IF YOU CONSIDER YOURSELF TO HAVE A DISABILITY, PLEASE ADVISE IF THERE ARE ANY 'REASONABLE ADJUSTMENTS' WE CAN MAKE TO ASSIST YOU IN YOUR APPLICATION OR WITH OUR RECRUITMENT PROCESS.

8. DATA PROTECTION

Our 'Privacy Statement – Job Applicants' is included and, by signing this application form, you confirm that you have read this information and consent to us processing your personal information for the purpose of the recruitment exercise.

9. DECLARATION

- A. I declare that, to the best of my knowledge, the information I provide on this form and as part of the subsequent recruitment exercise is true and complete.*
- B. I understand that false, omitted or misleading information may lead to any job offer being withdrawn or my dismissal without notice.*
- C. I understand that any job offer is subject to receipt of satisfactory references and I agree to provide the names and addresses of 2 suitable referees if a job offer is made.*

PLEASE ADVISE THE BEST DAY & TIME FOR AN INTERVIEW

SIGNATURE _____ DATE _____

PRIVACY STATEMENT – JOB APPLICANTS

This section explains in detail:

1. The data protection background;
2. The information we collect about you as a job applicant;
3. How we use the information;
4. Who we share the information with;
5. How we keep the information secure;
6. How long we keep the information for;
7. Your rights under data protection law; and
8. How to complain.

1. INTRODUCTION

- 1.1. The information/data held on our IT systems and manual files with regard to job applicants ("you/your") is processed in accordance with the Isle of Man Data Protection Act 2018, the Data Protection (Application of GDPR) Order 2018 (SD 2018/0143) and the GDPR and LED Implementing Regulations 2018 (SD 2018/0145) ("Data Protection Legislation") which says that the information we hold about you must be:
 - 1.1.1. Used lawfully, fairly and in a transparent way;
 - 1.1.2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
 - 1.1.3. Relevant to the purposes we have told you about and limited only to those purposes;
 - 1.1.4. Accurate and kept up to date;
 - 1.1.5. Kept only as long as necessary for the purposes we have told you about; and
 - 1.1.6. Kept securely.
- 1.2. For the purposes of the Data Protection Legislation, the Data Controller is Isle of Man Enterprises plc of Centre House, Little Switzerland, Douglas, Isle of Man, IM2 4RE Telephone 683333 ("we/us/our").
- 1.3. We are committed to protecting and respecting your privacy and the security of your information.
- 1.4. If your job application is successful, we will issue a further Privacy Statement to you as an employee.
- 1.5. Please contact the Data Protection Officer at the address in 1.2 above with any questions about this Privacy Statement.

2. THE INFORMATION WE COLLECT

- 2.1 We will collect, store and use personal information from you such as:
 - 2.1.1 Information you provide on our application form including your name, address, email, telephone numbers, qualifications, employment history etc
 - 2.1.2 Information you provide in your curriculum vitae and covering letter/email;
 - 2.1.3 Information you provide during an interview; and
 - 2.1.4 Information you provide subsequent to a job offer including your referees, date of birth, nationality, national insurance and tax numbers etc.
- 2.2 We may also obtain 'sensitive personal data' (as defined in the Data Protection Legislation) which requires a

higher level of protection such as information about a disability or criminal conviction/s.

- 2.3 If you require a Work Permit, we will obtain additional information about you as prescribed by the Control of Employment Regulations.
- 2.4 We may obtain the information from you, your referee, a recruitment agency and other third parties which may include information available from public records such as the Treasury.
- 2.5 We seek to ensure that the information we collect and process is proportionate.

3. HOW WE USE YOUR INFORMATION

- 3.1 We use your information to:
 - 3.1.1 Assess your skills, qualifications and suitability for the work;
 - 3.1.2 Carry out background and reference checks, where applicable;
 - 3.1.3 Communicate with you about the recruitment process;
 - 3.1.4 Keep records related to our hiring processes; and
 - 3.1.5 Comply with legal or regulatory requirements.
- 3.2 It is in our legitimate interests to decide whether or not to appoint you to work for us since it would be beneficial to appoint someone to that role.
- 3.3 We also need to process your information to decide whether to enter into a contract of employment with you.
- 3.4 Having received the documents in 2.1.1 or 2.1.2 above we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If you are invited for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If the role is offered to you, we will then take up references before confirming your appointment.
- 3.5 If you fail to provide information which we require to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.
- 3.6 We may use your 'sensitive personal data' in the following ways:
 - 3.6.1 About your disability status, to consider whether we need to make appropriate adjustments during the recruitment process;
 - 3.6.2 About any unspent criminal convictions, to assess role suitability.

4. OTHERS WHO WE MAY SHARE YOUR INFORMATION WITH

- 4.1 For the purposes of processing your application we may share your information with:
 - 4.1.1 Other companies within the Isle of Man Enterprises Group; and
 - 4.1.2 Your referees.

5. KEEPING YOUR INFORMATION SECURE

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

6. HOW LONG WE KEEP YOUR INFORMATION FOR

- 6.1 The periods for which we will retain your information after we have communicated to you our decision about whether to appoint you to the role are shown in 6.4 below. We keep your information for the periods specified so that we can show, in the event of a legal claim, that we have not discriminated against applicants on prohibited grounds and that we have conducted the recruitment process in a fair and transparent way.
- 6.2 At the end of the retention period, your information will be securely destroyed in accordance with our data retention policy or anonymised.
- 6.3 If we wish to retain your information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your information for a fixed period on that basis.
- 6.4 We will generally retain your information as follows:
 - 6.4.1 Unsuccessful applicants: application form/letter, CV, interview records & references for 6 months after the end of the recruitment process.
 - 6.4.2 Successful applicants: application form/letter, CV, interview records & references for 1 year after the start of your employment (but retain ongoing relevant data)

7. YOUR RIGHTS

- 7.1 You have a number of rights under the Data Protection Legislation, including the right:
 - 7.1.1 Of access to a copy of your personal information;
 - 7.1.2 To object to processing that is likely to cause or is causing damage or distress;
 - 7.1.3 To prevent processing for direct marketing;
 - 7.1.4 To object to decisions being taken by automated means;
 - 7.1.5 In certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed;
 - 7.1.6 To claim compensation for damages caused by a breach of the Data Protection Legislation; and
 - 7.1.7 To request the transfer of your personal information to another party.
- 7.2 When you applied for a job, you provided consent to us processing your information for the purpose of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the Data Protection Officer at the address in 1.2 above. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal information securely.
- 7.3 Further details of how you can enforce your rights are available upon request from the Data Protection Officer.

8. HOW TO COMPLAIN

- 8.1 We hope that our HR Department / Data Protection Officer can resolve any query or concern you raise about our use of your information. If not, you can complain to the Information Commissioner (www.inforights.im or telephone 01624 693260 for further information about your rights and how to make a formal complaint).

