**Application for staff roles at Plant Heritage**

Thank you for your interest in joining our staff team at Plant Heritage.

To apply, please complete this short form to tell us more about why you are interested in the role and the skills and experience you can offer. Please send your completed application form to [comms@plantheritage.org.uk](mailto:comms@plantheritage.org.uk). We look forward to hearing from you.

If you would like more information or an informal chat before applying, please contact us by emailing [comms@plantheritage.org.uk](mailto:comms@plantheritage.org.uk) or call us on 01483 447 540.

**Diversity and Inclusion**

We value diversity and inclusion, and we are committed to ensuring equality of opportunity in our work. We particularly welcome applications from under-represented groups. If you have a disability, please feel free to let us know if you would like any reasonable adjustments in the application process.

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| **Your** **Contact Details**  Name:  Address:  Email:  Best telephone Number: |

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| **Please tell us why you are applying for the role and how you will help us to achieve our objectives** |

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| **Please tell us about your relevant skills and experience, including any relevant qualifications** |

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| **Employment history**  Please provide details of your two most recent employers | |
| Name of employer 1:  Address: | Name of employer 2:  Address: |
| Your role and key responsibilities: | Your role and key responsibilities: |

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| **Eligibility** | |
| Please confirm that you are over 18 |  |
| Do you need a visa to work in the UK? |  |

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| **Interview arrangements and accessibility** |
| If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in the application process. |
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| **When could you start working for us, if your application was successful?** |

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| **Referees:**  Please list the names and addresses of two people we could contact for a reference (we would only do this after we have spoken to you). | |
| Name  Address  Tel no:  Email: | Name  Address  Tel no:  Email: |

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| Declaration I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.  Name:  Signature: |

**Plant Heritage Privacy Notice for Job Applicants**

As part of any recruitment process, Plant Heritage collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. We will not use your data for any purpose other than the recruitment exercise for which you have applied.

**What information does Plant Heritage collect?**

Plant Heritage collects a range of information about you. This includes:

* your name, address and contact details, including email and telephone number.
* details of your qualifications, skills, experience and employment history.
* information about your entitlement to work in the UK; and
* whether you have a disability for which Plant Heritage needs to make reasonable adjustments during the recruitment process.

We collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks (if appropriate to the role). We will seek information from third parties only once a job offer has been made and we will let you know that we are doing this.

**Why does Plant Heritage process personal data?**

Plant Heritage 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 us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide if we wish to make a job offer. We may also need to process data from job applicants to respond to and defend against legal claims.

We may process health or disability information if we need it to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

For some roles, we may seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and/or to comply with regulatory requirements.

**Who has access to data?**

Your information will be shared internally with those involved in the recruitment. We may also share your data with former employers to obtain references for you and services to obtain necessary criminal records checks. We will not transfer your data outside the UK.

**How does Plant Heritage protect data?**

Plant Heritage takes the security of your data seriously. We have 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. We do not keep hard copies of your data and electronic data is stored on a system which is password protected, with access limited to those who need it.

**For how long does Plant Heritage keep data?**

If your application for employment is unsuccessful, Plant Heritage will hold your data on file for up to 6 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed. 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 employee privacy notice.

**Your rights**

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

* access and obtain a copy of your data on request.
* require Plant Heritage to change incorrect or incomplete data.
* require Plant Heritage 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 Plant Heritage relying on its legitimate interests as the legal ground for processing; and
* ask Plant Heritage to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override Plant Heritage ’s legitimate grounds for processing data.

If you would like to exercise any of these rights, please send a letter or email (headed ‘Data Protection Request’) to: [info@plantheritage.org.uk](mailto:%20info@plantheritage.org.uk?subject=Subject%20Access%20Request) or by post to: The Data Protection Officer, Plant Heritage, First Floor Offices, Stone Pine, Woking, Surrey, GU23 6QD

Plant Heritage will respond in writing within 1 month of receiving the request.

If you believe that Plant Heritage 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 Plant Heritage during the recruitment process. However, if you do not provide the information, Plant Heritage may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

**Automated decision-making**

Plant Heritage does not use automated decision-making in its recruitment processes.

Last Updated: August 2025