

*Brian Caffrey International Ltd.*

**Driver Application Form - Part I**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Irish Resident Y / N

MALE:	FEMALE:		VAN DRIVER:	TRUCK DRIVER:	
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Date of Birth: \_\_\_\_\_ PPS Number: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Personal number from Home Country: \_\_\_\_\_

eMail: \_\_\_\_\_

	Part time:	Full time:	
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Marital Status: \_\_\_\_\_ Nationality: \_\_\_\_\_

Emergency Contact Name & Number: \_\_\_\_\_

HAZ CHEM:(ADR):	YES	NO	
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Licence No: \_\_\_\_\_ Passport No: \_\_\_\_\_

**PAPERWORK REQUIRED**

Signed A1 (from country of origin) is required for all drivers who reside outside Irish state and those who are working for the first time in Ireland

Clear copy of Passport and Driving Licence & CPC required in all cases.

**LICENCE DETAILS**

What Class'es of Heavy Goods Licence do you hold: \_\_\_\_\_

On what date did you obtain your HGV licence: \_\_\_\_\_

Who is the issuing authority: \_\_\_\_\_

Licence Expiry Date: \_\_\_\_\_ CPC Expiry date: \_\_\_\_\_

Please state your previous 5 years employment/education history. Any gaps greater than 28 days must be backed up with documentary evidence'

Employer:	Period:	Contact Name:	Telephone Number:
	From: _____ To: _____		
	From: _____ To: _____		
	From: _____ To: _____		
	From: _____ To: _____		

*Brian Caffrey International Ltd.*

**Driver Application Form - Part II**

Do you have any endorsements / points on your licence? **YES / NO** If YES, please give details:

Have you EVER been charged with any motor offences? **YES / NO** If YES, please give details.

State the nature and results of prosecutions: \_\_\_\_\_

Have you ever been convicted for any criminal offence or any prosecution pending?: YES / **YES / NO**

If **YES** please give details:

Have you had any accidents, claims or losses in the past FIVE years in any vehicle driven by you?

**YES / NO** If **YES** please give details:

DATE:	DETAILS OF ACCIDENT	COST OF DAMAGES:

**BANK DETAILS:**

**Must accept EURO Currency payments**

Bank Name: \_\_\_\_\_

BIC : \_\_\_\_\_

IBAN: \_\_\_\_\_

**DECLARATION**

I hereby declare that, to the best of my knowledge, the above information is correct. I have not misrepresented or mis-stated any material fact and for the purposes of this employment, I hereby give my permission to have a background security check performed.

SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Reference : \_\_\_\_\_

Checked by: \_\_\_\_\_

Period +/-5yr: \_\_\_\_\_

2nd Ref \_\_\_\_\_

Start Date: \_\_\_\_\_

Type of Employment \_\_\_\_\_

FT / PT

Daily Rate: \_\_\_\_\_

Subsistance \_\_\_\_\_

# Employee Privacy Statement

Brian Caffrey International Ltd is committed to respecting and protecting your privacy. We wish to be transparent on how we process your data and show you that we are accountable with the GDPR in relation to not only processing your data but ensuring you understand

It is the intention of this privacy statement to explain to you the information practices of Brian Caffrey International Ltd. in relation to the information we collect about you.

For the purposes of the GDPR the data controller is:

- Brian Caffrey International Ltd
- Address: Coolfore, Ashbourne, Co. Meath
- When we refer to 'we' it is Brian Caffrey International Ltd.

Please read this Statement carefully as this sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Our Data Protection Officer / GDPR Owner and data protection representatives can be contacted directly here:

- Ronan MacDonnell
- [info@caffreyinternational.com](mailto:info@caffreyinternational.com)
- +35318355200

## Purpose for processing your data

We collect and process Personal Data that is knowingly and voluntarily provided to us from our employees to facilitate provision of human resources management.

The security of your Personal Data is important to us and to this end we employ appropriate measures on all our systems to ensure that all data is held securely in compliance with the GDPR.

We will not disclose your personal information unless there is a legal obligation on our company to do so.

## Why are we processing your data? Our legal basis

In order that we may administer payroll we need to collect personal data. Brian Caffrey International Ltd. are committed to ensuring that the information we collect and use is appropriate for this purpose and does not constitute an invasion of your privacy.

## How will Brian Caffrey International Ltd. use the personal data it collects about me?

Brian Caffrey International Ltd. will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary.

## Special categories of personal data

We exercise special precautions where sensitive categories of personal data are supplied to us (e.g. health, religious beliefs, racial, ethnic origin – financial information is not classified as special categories of personal data).

## Who are sharing your data with?

We may employ third-party service providers contracted to Brian Caffrey International Ltd that will have access to your data. Any third-party service providers that may have access to your data are obliged to keep your details securely, and to use them only to fulfil the service they provide to us. We ensure that any third-party service providers engaged by us are GDPR compliant.

If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your explicit consent, unless we are legally required to do otherwise.

If we transfer personal data to a third party or outside the EU we as the data controller will ensure the recipient (processor or another controller) has provided the appropriate safeguards and on condition that enforceable data subject rights and effective legal remedies for you the data subject are available.

## Data subject rights:

Brian Caffrey International Ltd. facilitate you, our clients, rights in line with our data protection policy and the subject access request procedure. This is available on request.

### Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- **Right of access:** you have the right to request a copy of the information that we hold about you.
- **Right of rectification:** you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten:** in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing:** where certain conditions apply to have a right to restrict the processing.

- **Right of portability:** you have the right to have the data we hold about you transferred to another organisation.
- **Right to object:** you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling:** you also have the right to be subject to the legal effects of automated processing or profiling.
- **Right to judicial review:** in the event that Brian Caffrey International Ltd. refuses your request under rights of access, we will provide you with a reason as to why.

All of the above requests will be forwarded on should there be a third party involved as we have indicated in the processing of your personal data.

## Additional information we are providing you with to ensure we are transparent and fair with our processing

### Retention of your personal data

Data will not be held for longer than is necessary for the purpose(s) for which they were obtained. Brian Caffrey International Ltd. will process personal data in accordance with our retention schedule. This retention schedule has been governed by our internal governance.

## Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Brian Caffrey International Ltd. or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Brian Caffrey International Ltd. data protection representatives Data Protection Officer / GDPR Owner

## Additional Processing

If we intend to further process your personal data for a purpose other than for which the data was collected, we will provide this information prior to processing this data.

## Consent

By signing the job application/personnel form you are consenting that we may process the data that you have supplied.

## Contact Us

Your privacy is important to us. If you have any queries, questions or comments regarding this Statement, please do not hesitate to contact us.