



# HOPS Labour Solutions Limited

## SWP Job Application Form

Representative: \_\_\_\_\_

This is an official form and is provided free of charge  
Please complete neatly using black ink and in capital letters

Returnee/New Recruit  
(Please delete as applicable)

### Personal Details

Family Name \_\_\_\_\_  
 Birth Name \_\_\_\_\_ *Family name at birth (if different to above)*  
 First Name(s) \_\_\_\_\_ Middle Name \_\_\_\_\_  
 Date of Birth 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 Male  Female  
 Permanent Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Email \_\_\_\_\_  
 Nationality \_\_\_\_\_ Mobile Number \_\_\_\_\_  
 National Insurance No. \_\_\_\_\_ ID / Passport Number \_\_\_\_\_

Please attach 1 passport sized photo or scan and attach photo saved with application name

### Education / Employment History

Please tell us the level of your spoken English?  Good  Moderate  Poor  None  
 What is your current employment status? \_\_\_\_\_ Dates available: \_\_\_\_\_  
 Have you worked in agricultural work previously:  Yes  No Where? \_\_\_\_\_

### Additional Information

Which licences/certificates/skills do you hold? (Please include copies)

<input type="checkbox"/> Lorry	<input type="checkbox"/> PA1/PA2	<input type="checkbox"/> Minibus	<input type="checkbox"/> Dairy/Milking
<input type="checkbox"/> Tractor	<input type="checkbox"/> Forklift	<input type="checkbox"/> Bus	<input type="checkbox"/> Butcher/Trimmer
<input type="checkbox"/> Poultry	<input type="checkbox"/> Welder/Plater	<input type="checkbox"/> Carpenter	<input type="checkbox"/> Other.....

Is there anyone you would like to travel/be placed with? (This does not mean you will live together). \_\_\_\_\_  
 Their relationship to you: \_\_\_\_\_

### Next of Kin: Emergency contact details (person who we can contact in case of an illness or emergency)

Name \_\_\_\_\_ Relation to Applicant \_\_\_\_\_  
 Address (if different from above) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Daytime Telephone \_\_\_\_\_ Evening Telephone \_\_\_\_\_

### For Office Use Only

Farm	County	Work	Start Date	Requested End Date

Before signing the form below, read the following checklist

<b>A1</b>	I have read, understood and agree to accept the conditions detailed in the HOPS Worker Handbook.	<input type="checkbox"/>
<b>A2</b>	I have seen and understood the HOPS application presentation (not applicable for returnees).	<input type="checkbox"/>
<b>B</b>	If accepted, and I receive a placement, I agree to arrive at the farm up to 3 days before the confirmed start date, and remain at the farm.	<input type="checkbox"/>
<b>C</b>	<b>I enclose with my application:</b>	
<b>C1</b>	<b>Identification Verification</b> - Please provide one of the following: Drivers licence, Utility bill within the last 3 months, (displaying my current address), Educational certificate (written in English). Please see the Worker Manual for full details of the requirements.	<input type="checkbox"/>
<b>C2</b>	<b>Passport</b> - A photocopy of the page showing my passport number, photograph, name and my date of birth. <b>OR National ID Card</b> - A photocopy of <b>both sides</b> of my ID Card.	<input type="checkbox"/>
<b>C3</b>	<b>1 Photograph</b> - Picture with my name written on the back attached to this form with one staple.	<input type="checkbox"/>
<b>D</b>	<b>Repatriation Insurance</b> - I understand that HOPS provides NFU Mutual Repatriation Insurance with no charge.	<input type="checkbox"/>
<b>E</b>	I confirm I have paid no recruitment fees for my application nor any related services.	<input type="checkbox"/>
<b>F</b>	I am able to travel to the UK to take employment that is offered by HOPS and accepted by myself. I sign this to say I have read and agree to HOPS rules, and that all information given on this form is true and correct.	<input type="checkbox"/>

Please read carefully

All people aged 25 or over working in the UK must be paid the National Living Wage, at least £7.83/hour (the National Minimum Wage of £7.38/hour for those aged 21 to 24 and £5.90/hour for those aged 18 to 20). Often your pay will be calculated by the PIECEWORK method. On piecework the crop you pick is weighed and you are paid for each kilogram you pick. The harder you work the more you are paid. On this system most workers earn more than the minimum rate per hour. A few workers find it difficult and, even though they try, they do not achieve this. If this happens the farmer may train you to pick the crop quickly. If after this extra training you are still too slow to earn the minimum wage, and the farmer has no alternative employment, then the farmer has no choice but to terminate your employment. It is often difficult for HOPS to move slow workers to another farm. If alternative work cannot be found you will be asked to return to your home country. Most workers earn on average £240-£300 per week after accommodation charges are deducted although some can earn a lot more in peak season if working long hours.

HOPS regrets that full-time work is not guaranteed for the whole of your stay in the UK. The amount of working hours per week offered to you can vary greatly. The start and finish dates are anticipated dates and can change at any time.

SWP refers to the Seasonal Workers Programme paperwork which you will be issued with on acceptance of your application.

#### Privacy

HOPS will process your personal data for the purposes of arranging employment for you and providing any directly related support before, during and after that employment as required. This includes the provision, without charge, of repatriation insurance. The lawful basis under which HOPS will process your data is processing under contract.

During the process of your recruitment and selection for employment, or during your employment, HOPS, and/or one of its registered representatives and/or registered employers may request information relating to your health. This will only be requested in relation to your working capacity. The lawful basis under which HOPS will process this data is processing under contract.

In order to deliver these services, HOPS will share your personal data with:

- any employer that is registered with HOPS, and with which you have accepted an offer of employment;
- any of HOPS' representatives through which you have applied to HOPS;
- NFU Mutual Insurance Society Ltd for the provision of repatriation insurance;
- IT service providers, principally Exploding Phone Ltd;
- HOPS' auditor, Grant Thornton UK LLP.

HOPS will also share your personal data with a government body with appropriate authority where this is required by law. The lawful basis for this processing is legal obligation.

HOPS will not transfer your personal data outside of the European Union. HOPS will retain your personal data for no longer than 5 years.

You have the following rights regarding your personal data:

- the right of access to your data;
- the right to ask for a copy of your data to be transferred to another organisation;
- the right to correct your data if it is incorrect;
- the right to ask for your data to be deleted.

If you wish to exercise any of these rights please contact HOPS: HOPS Labour Solutions Ltd, Unit 178, 10th Street, Stoneleigh Park, Kenilworth, CV8 2LG. Tel: +44 (0)24 7669 8000. Email: hops@hopsls.com

If you have a complaint about the processing of your data please contact HOPS. You also have the right to lodge a complaint with the supervisory authority, the Information Commissioner's Office (ICO) at any time. Should you wish to exercise that right the full details are available at the ICO website, <https://ico.org.uk/>

#### Declaration

I sign this to say I have read and agree to HOPS rules, and that all information given on this form is true and correct.

Signed \_\_\_\_\_

Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

All changes to details given on this form should be notified in writing, and enclose all items and evidence as requested