



SONIA HEWAY CARE AGENCY

PR10 Recruitment Pack – Individual Applicant Pack

In accordance with the Data Protection Act 2018, the Company has the lawful basis to control, process and retain this personal data about you for the purpose of your application for employment.

Application form

SONIA HEWAY CARE AGENCY
THAMES INNOVATION CENTRE
2 VERIDION WAY
ERITH, KENT
DA18 4AL
TEL: 0208 3014565

The recruitment process within this organisation has a minimum of two stages. The completion of this application form is part of stage one. This application will be reviewed and a decision made as to whether to proceed to stage two, the interview, based on this information. PLEASE COMPLETE FULLY AND IN CAPITALS

Position Applied For	
Approx. no. of hours wanted	
Full time / part time (please circle which you want to work)	Days/ Nights/ Mornings/Afternoons/ Evenings/ Weekends only (please circle which you are able to work)
Surname	First name(s)
Previous surnames: (Supply documentary evidence e.g. marriage certificate, deed of name change etc)	
Current address	
Post Code	Moved to this address on (date)

Previous address Note: For Criminal Record check purposes, addresses covering the ten years up to the application date must be supplied. If necessary, use another sheet of paper.	
Post Code	Moved to this address on (date)
Telephone number (home):	Telephone number (work): <i>(will be used with discretion)</i>
Own Transport Yes/No How long has licence been held?	Clean current driving licence: Endorsements
Details:	
Email Address:	

EDUCATION

School/College/University	Examinations Passed/Qualifications gained
	Please supply copies of certificates

TRAINING HISTORY/PROFESSIONAL STATUS

Date of Graduation/ Qualification	Location/Details	Notes

		Please supply copies of certificates / membership details

SHORT COURSES ATTENDED

Subjects	Location

EMPLOYMENT HISTORY

Current/last first. Must cover the whole of your working life to date. State the reasons for any breaks in employment. Use a separate attached sheet if required; please sign that sheet(s).

Name and address of your most recent/last Employer	
Date employed	
Nature of business	
Position held and reason for leaving	
Salary / Rate	
Name and address of Employer prior to the employer listed above	
Date employed	
Nature of business	
Position held and reason for leaving	
Salary / Rate	

Name and address of Employer prior to the employer listed above	
Date employed	
Nature of business	
Position held and reason for leaving	
Salary / Rate	
Other roles (use additional sheet)	

Please give details of relevant experience. This may be taken from the work situation, voluntary work, charity or your own home. Please use separate sheet if insufficient space is available.

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Full Name:	
Relationship:	
Tel No:	
Address:	

CAPACITY TO WORK IN THE UK

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	Yes No (delete as appropriate)
If yes, please provide details	

If you are successful in the application, would you require a work permit prior to taking up employment?	Yes No (delete as appropriate)
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Note: Minimum age; legislation dictates that care workers in general must be 18 years old or older, and Carers working with people with learning disabilities must be 21 or older. Please inform your interviewer immediately if you do not meet these specifications.

REFEREES

You must provide references from your two most recent employers. Please provide an additional character referee. All will be contacted, therefore please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

Current or most recent Employer

Name:	
Address:	
Post Code	
Tel No:	
Job title	

Previous employer to the one above

Name:	
Address:	
Post Code	
Tel No:	
Job title	

Character reference

Name:	
Address:	

Post Code	
Tel No:	
Relationship to you	

CRIMINAL RECORD

Workers in this establishment are subject to the Care Standards Act, and will be subject to a Police Record Check through the Criminal Record Bureau. Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warning and cautions.

You will not be eligible for work in a care setting if you are on the ISA Register(s).

Notice period with existing employer	
Please indicate where you found out about the vacancy	

SIGNATURE and DECLARATION – IMPORTANT – READ BEFORE SIGNING

I declare that to the best of my knowledge and belief the information given by me in this application is true, and I understand that the above information forms the basis of my contract of employment. I understand that if any of the information supplied by me is found to be falsely declared, my contract may have been fundamentally breached and my employment may be terminated immediately.

I understand that I cannot be offered a post until a satisfactory response has been received in respect of my ISA Register status, and that should I subsequently be offered a post, that offer will be subject to receipt of two satisfactory references, one of which must be from my previous employer, and that confirmation of the employment will be subject to a satisfactory criminal record check from the Disclosure and Barring Service. I understand that until a satisfactory response is received from the Disclosure and Barring Service, and my employment is confirmed, I will be supervised at all times at work, and will not seek or have unsupervised access to vulnerable people. If the post I have applied for is as a Registered Nurse, my confirmation of employment will also be subject to a satisfactory search of the Nursing and Midwifery Council records and registers. By my signature, I authorise SONIA HEWAY CARE AGENCY to request a ISA Register check and a criminal records check from the DBS, on initial employment and at any time during my employment thereafter. I undertake to inform my employer immediately if my ISA Register status or criminal status changes at any time during my employment, such as by being charged with an offence (other than motoring offences), the administering of a warning, criminal conviction, referral to any register of barred care workers, or withdrawal of any registration required by my employment status.

Signed: _____

Date: _____

I give my consent to process my data for recruitment purposes under the Data Protection Act 2018.

Applicants Privacy Notice

This statement is provided with the intention to comply with your right to be informed under the Data Protection Act 2018.

We will hold and process the following information:

1. Your personal and contact details including your name, address, telephone numbers, emails
2. Particulars of your current and/or previous employment including your job title, salary, benefits, references
3. Particulars of your qualifications and skills including references, licences, certificates and training
4. Sensitive information including protected characteristics under the Equality Act 2010 for Equal Opportunities Monitoring and Compliance
5. Copies of letters and communications
6. DBS records e.g. records of past convictions or records of no previous convictions
7. Criminal Convictions e.g. unspent convictions declared and driving offences
8. Particulars of former employment including references and salaries

We are the controller of this information and we are also the processor of this information. This data has been gathered during the recruitment process through your voluntarily giving us this data and in the legitimate interest of assisting us complete a fair and non-discriminatory recruitment process. It will also be necessary for us to hold and process this data in the interests of defending any claims brought against us.

The officer responsible for the protection of your data is:

Your data will be used to determine your application for employment. It may also be used to perform DBS Checks, Right to Work Checks and conduct general character checks such as social media and search engine checks.

This is done on the basis of your volunteering this information to us during the application process and the legitimate interests of assisting us complete a fair and non-discriminatory recruitment process and to prove the same if a claim is brought. The failure to provide us with the data or to withdraw your consent may impact upon your recruitment. You should discuss the further impact of this with the manager responsible for the recruitment process.

We are the recipients of your data and we anticipate that we may need to share personal data with the other companies with our Legal Advisers and professional advisers (e.g. your name and application details where we need advice), Tribunals and Courts (e.g. your name, application details and other personal data which is necessary for the determination of claims where litigation is commenced) and our Regulators and Accreditors (your name, particulars of application) and auditors of any Regulators and/or Accreditors during audits regarding our Regulation and/or Accreditation. It is not anticipated that there will be any other recipients nor any transfers of data to a third country. Accordingly, it is considered that safeguards for the transfer of data to a third country are not necessary. Should this change you will be notified.

Your employment data will be kept for the duration of your application and for a further period thereafter of 12 months. This period has been set for the protection of our organisation throughout your application and for a period thereafter in the event of any employment tribunal claims. If such a claim has been filed, the data will be retained for a period of 6 years following resolution of that claim and for 6 years following the resolution of any further claims. This period has been determined for the protection of the organisation in the event any professional negligence or breach of contract claims in the event we use representation to defend any claims.

You have the right to be informed of fair processing information with a view to transparency of data. This statement is intended to fulfil that right

You have the right to access the information we hold. You should make such a request in writing to The Data Protection Officer using the above contact information. We shall provide the data within 1 month. In exceptional cases we may extend this to 3 months. You will be notified within 1 month when we believe this to be an exceptional case requiring a longer period of compliance. Where a request is manifestly unfounded or excessive we may charge a reasonable fee or refuse the request. In the event of a fee or refusal, you will be advised of this and your further rights relating to the fee or refusal.

You have the right to request the information we hold is rectified if it is inaccurate or incomplete. You should contact The Data Protection Officer using the above contact information and provide him with the details of any inaccurate or incomplete data. We will then ensure that this is amended within one month. We may, in complex cases, extend this period to two months.

You have the right to erasure in the form of deletion or removal of personal data where there is no compelling reason for its continued processing. We have the right to refuse to erase data where this is necessary in the right of freedom of expression and information, to comply with a legal obligation for the performance of a public interest task, exercise of an official authority, for public health purposes in the public interest, for archiving purposes in the public interest, scientific research, historical research, statistical purposes or the exercise or defence of legal claims. You will be advised of the grounds of our refusal should any such request be refused.

You have the right to restrict our processing of your data where you contest the accuracy of the data until the accuracy is verified. You have the right to restrict our processing of your data

where you object to the processing (where it was necessary for the performance of a public interest task or purpose of legitimate interests), and we are considering whether our organisation's legitimate grounds override your interests. You have the right to restrict our processing of your data when processing is unlawful and you oppose erasure and request restriction instead. You have the right to restrict our processing of your data where we no longer need the data and you require the data to establish, exercise or defend a legal claim. You will be advised when we lift a restriction on processing.

You have the right to data portability in that you may obtain and reuse your data for your own purposes across different services, from one IT environment to another in a safe and secure way, without hindrance to usability. The exact method will change from time to time. You will be informed of the mechanism that may be in place should you choose to exercise this right.

You have the right to object to the following:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics

The data collected is not anticipated to fall within the above categories.

Whilst there is no anticipated automated decision making relating to the data you provide, you have rights where there is automated decision making including profiling. We may only do this where it is necessary for the entry into or performance of a contract, authorised by EU or the UK law or based on your explicit consent. Whilst it is not anticipated that this will occur, where it does, we will give you information about this processing, introduce to you simple ways for you to request human intervention or challenge a decision, and carry out regular checks to ensure that our systems are working as intended.

Where consent has been given, you have the right to withdraw your consent at any time.

You have the right to lodge a complaint with a supervisory authority such as the Information Commissioner's Office or any other of our Regulators or Accreditors that may regulate or provide accreditations to us from time to time. We advise that you exhaust our internal complaints procedure prior to referring the matter to any supervisory, regulatory or accrediting body. A copy of our complaints process is available from The Data Protection Officer at the contact information above.