

Employment Application Form



New
Horizons
Care

Head Office: 5 The Point, Rockingham Road, Market Harborough, Leicestershire, LE16 7QU

Email: info@newhorizonscare.co.uk

Tel: 01536 762332

Vacancy title:

Support Worker

Please tell us how you heard about this vacancy:

1. Personal details

Title:

Mr/Mrs/Ms/Mx (please circle)

First name:

Surname:

Address:

Postcode:

Home Telephone No.

Mobile No.

E-mail address:

National Insurance No.

Driving Licence

Yes No

Do you hold a full, clean driving licence valid in the UK?

2. Preferred hours

Please tick

Full-time

Part-time

We require our Support Workers to be able to work flexibly in order to support our vulnerable client base and therefore need to know when other commitments mean you would not be available to work:

Please tick when you are unavailable:

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Day							
Waking Night							
Sleepover							

3. Education/Qualifications

School (11+)	Study dates	Qualification and Grade	Date obtained
College/University	Study dates	Qualification and Grade	Date obtained
Ongoing Professional Development	Study dates	Qualification and Grade	Date obtained

4. Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

5. Current Membership of any Professional Body/Organisation

Please give details:

6. Employment history

Current or most recent employer

Name of employer:

Address:

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving:

Previous employer

Name of employer:

Address:

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving:

Previous employer

Name of employer:

Address:

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving

7. Information in support of your application

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the Support Worker role. Please include all relevant information, whether obtained through formal employment or by personal experience.

Continue on a separate sheet if necessary

8. Declaration of Convictions

A criminal record will not necessarily prevent you from obtaining a position at New Horizons Care. If a DBS check is returned and reveals any information, this will be discussed with you further and a decision will be made based on the criminal offence and the potential risk to our vulnerable client base.

Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986

We would draw your attention to the following statement:-

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

Have you ever been convicted of a criminal offence, received a formal caution, reprimand or final warning?

Yes/No

Are you registered on the DBS Children’s Barred List?

Yes/No

Are you registered on the DBS Adult’s Barred List?

Yes/No

If you have answered yes to any of the above, please provide further details below:-

9. Reasonable adjustments/Arrangements for interview

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

If appointed when could you start? Please provide details of any existing employment notice period:-

10. References

Please give the detail of **two** references – you must provide a contact number and email address for each referee.

Name of referee 1:

Relationship to you:

Organisation:

Telephone Number:

Email Address:

Address:

	Postcode:
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Name of referee 2:

Relationship to you:

Organisation:

Telephone Number:

Email Address:

Address:

	Postcode:
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References (Cont...)

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay the recruitment process.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

11. Declaration

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Date:

Please ensure you fill out the enclosed Equal Opportunities Monitoring form and GDPR Recruitment and Selection statement and return to New Horizons Care, 5 The Point, Rockingham Road, Market Harborough, Leicestershire, LE16 7QU.

We will be unable to process application forms without the GDPR Statement signed, and your application will be destroyed.

Finally good luck with your application and thank you for your interest in New Horizons Care.

12. Equal Opportunities Monitoring

We hope you will assist us by completing this form. The information is used to monitor the operation of the Equal Opportunities policies and the effectiveness of advertising, and for no other reason. The data will be treated with the utmost confidentiality. It will not be taken into account in assessing information on your application form and is always removed prior to short-listing.

GENDER			
Please tick one of the categories			
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Transgender <input type="checkbox"/>	Gender Neutral <input type="checkbox"/>

MARITAL STATUS				
Please tick one of the categories				
I am married <input type="checkbox"/>	I am single <input type="checkbox"/>	I am divorced <input type="checkbox"/>	I am widowed <input type="checkbox"/>	other <input type="checkbox"/>

NATIONALITY			
Please tick one of the categories			
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Transgender <input type="checkbox"/>	Gender Neutral <input type="checkbox"/>

RELIGION			
Please tick one of the categories			
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Transgender <input type="checkbox"/>	Gender Neutral <input type="checkbox"/>

DISABILITY
<i>The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and adverse effect on a person’s ability to carry out day to day activities”</i>
Do you consider yourself to be disabled under the above definition? (Please tick as necessary)
Yes <input type="checkbox"/> No <input type="checkbox"/>
Nature of disability (optional):

ETHNIC ORIGIN
How would you describe your ethnic origin? Please tick one of the categories
White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Other <input type="checkbox"/>
Mixed (White/Black) Caribbean <input type="checkbox"/> Mixed African <input type="checkbox"/> Mixed Asian <input type="checkbox"/> Mixed Other <input type="checkbox"/>
Asian(or Asian British) Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Asian Other <input type="checkbox"/>
Black(or Black British) Caribbean <input type="checkbox"/> Black African <input type="checkbox"/> Black Other <input type="checkbox"/>
Chinese <input type="checkbox"/> Other Ethnic Group-please state <input type="checkbox"/>

Thank you for your help

13. General Data Protection Regulations 2018 – Recruitment & Selection

Privacy Statement

New Horizons Care take your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below and if you would like more information on a particular topic please contact our Data Protection Officer by writing to New Horizons Care, 5 The Point, Rockingham Road, Market Harborough, Leicestershire, LE16 7QU or call 01536 762332.

Personal Data We Collect

We collect the following personal data relating to your employment application:
Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number)
Employment history
Qualifications
Equality of Opportunity (Ethnicity, Disability Details) under Special Categories

How We Use Personal Data

Your personal data will be used to process your employment application.

How Long We Will Hold Personal Data

Successful candidate's data will be held under the company's General Data Protection Policy details of which will be made available upon the offer of employment. Unsuccessful candidate's data will be held of a period of 6 months where upon it will be confidentially destroyed.

Reasons We Share Personal Data

We will not normally share personal data with anyone else, but may do so where:

- There is an issue that puts the safety of our clients at risk
- We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

- The prevention or detection of crime
- Where the disclosure is required to satisfy our legal obligations

How We Protect Your Personal Data

We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

How to Access & Control Your Personal Data

Individuals have a right to make a 'subject access request' to gain access to personal information that the company holds about them. This includes:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purposes of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- The source of the data, if not the individual
- Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

General Data Protection Regulations 2018 – Recruitment & Selection (Cont...)

Subject access requests must be submitted in writing, either by letter or email to the DPO. They should include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

When responding to requests, we:

- May ask the individual to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request
- Will provide the information free of charge
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary
- If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

Other data protection rights of the individual: In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest
- Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
- Prevent processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

NOTE: Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

Applicant Consent:

I have read and consent to my personal data, as detail above, being held and utilised by New Horizons Care for the purposes stated.

Signed: Date:

Print Name: