





**Stable Family
Home Trust**

Where
everyone
matters


Recruitment Application Form

 The Stables

 The Bradbury Centre

 Gifted

 Supported Living

 Residential Living

Application Form

Please complete this form fully using black ink or type. Please ensure that all sections are completed and that any gaps in the employment history are recorded and explained. If you have any queries when completing this application form please call the HR Team on 01425 485099 or email hra@sfht.org.uk

Position Applied For:

Name: _____

Job Title: _____

Availability to Start: _____

Are you seeking: ☐ Full-Time ☐ Part-Time ☐ Temporary ☐ Other: _____

Please specify the days/hours you are available to work:

Right to Work in the United Kingdom:

Do you have the legal right to work in the UK? ☐ Yes ☐ No

If yes, please provide details: _____

If applicable, what type of visa do you hold? _____

Driving Details:

Do you hold a current UK driving licence? ☐ Yes ☐ No

Licence Type: ☐ Full ☐ Provisional ☐ Other: _____

Do you have access to a vehicle for work? ☐ Yes ☐ No

Any current endorsements or penalty points? ☐ Yes ☐ No

If yes, please provide details: _____

Criminal Convictions:

As this post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared, although protected cautions and protected convictions do not need to be declared.

It will be necessary for a submission for Disclosure to be made to the Protection of Vulnerable Adults list to check for any previous criminal convictions. This information will only be seen by those who need to see as part of the recruitment process.

Have you ever been convicted of a criminal offence? ☐ Yes ☐ No

Have you ever been cautioned in respect of any offence? ☐ Yes ☐ No

If yes, please give details:

Convictions- General Information:

Because this position involves the care of vulnerable adults employment is dependent on the following:

- 1) Your written consent to obtaining and enhanced disclosure certificate for the Disclosure & Barring Service
- 2) or an approved umbrella body.
- 3) Such disclosure being acceptable
- 4) Proof of identity- passport (if available), birth or marriage certificate (where appropriate)
- 5) Two satisfactory written references
- 6) That you are willing to have a photograph taken of yourself for retention in your records
- 7) Evidence of suitability for your work.

Current Employment:

Under Care Quality Commission (CQC) guidelines it is necessary for you to supply a complete employment history, starting with the date when you left school. Please complete the details outlined below. We consider voluntary experience to be of equal value to that of paid employment. Any gaps in employment must be accounted for. Please use additional sheets if necessary.

Name of Employer: _____

Address: _____

Postcode: _____

Position Held: _____

Date of Appointment (MONTH / YEAR): _____

Brief description of duties:

Period of Notice: _____

End Date (MONTH/YEAR): _____

Reason for Leaving: _____

Previous Employment (most recent employer first):

Please cover all your previous work experience and state nature of business. Please ensure that any gaps in the employment history are explained, i.e. unfit to work, unemployment, caring for relatives. When completing dates, please include the month as well as the year.

Name of Employer: _____

Address: _____

Start Date: _____ End Date: _____

Position Held: _____

Summary of Duties:

Reason for Leaving: _____

Name of Employer: _____

Address: _____

Start Date: _____ End Date: _____

Position Held: _____

Summary of Duties:

Reason for Leaving: _____

Name of Employer: _____

Address: _____

Start Date: _____ End Date: _____

Position Held: _____

Summary of Duties:

Reason for Leaving: _____

Name of Employer: _____

Address: _____

Start Date: _____ End Date: _____

Position Held: _____

Summary of Duties:

Reason for Leaving: _____

Employment References:

If your application for employment is successful, you will be required to give consent to SFHT to provide the name and address or email of two referees, including your present or more recent employer- if you are a student, you will be required to give an academic referee.

Reference 1

Name: _____

Relationship: _____

Company: _____

Contact Number: _____

Email: _____

Reference 2

Name: _____

Relationship: _____

Company: _____

Contact Number: _____

Email: _____

Disciplinary History:

Have you ever been subject to any disciplinary action in a previous role? ☐ Yes ☐ No

If yes, please provide details:

Education History

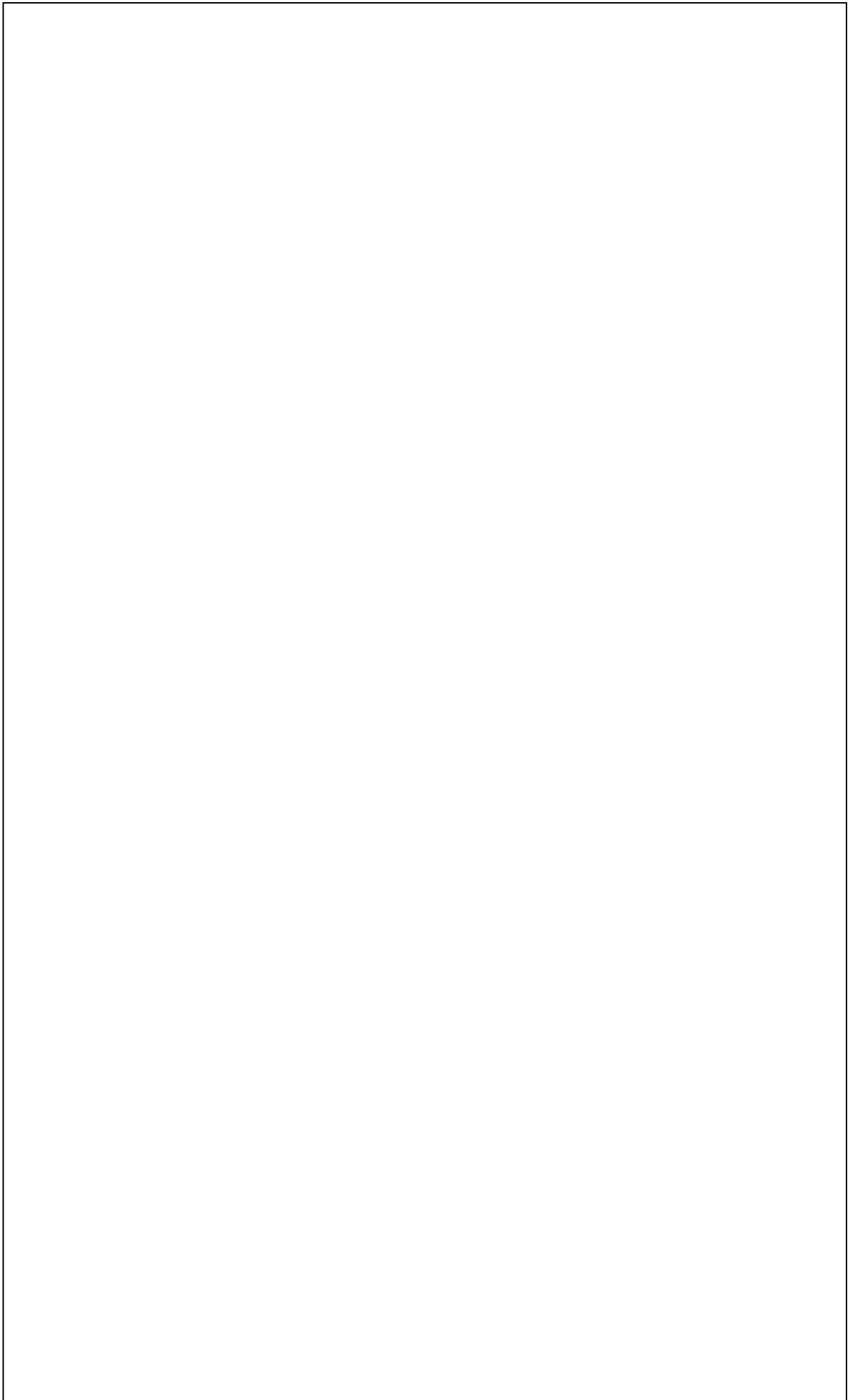
It is the Trust's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.

Institution	Course/Qualification	Dates Attended	Grade/Result
Other Professional Training/Qualifications			

Personal Statement:

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the job role. Please refer to the Job Description and the key requirements for the position. If you are or have been involved in voluntary/unpaid activities, please also include this information.



General Information – DBS

Because this position involves the care of vulnerable adults employment is dependent on the following:

- 1) Your written consent to obtaining an enhanced disclosure certificate for the Disclosure & Barring Service
- 2) or an approved umbrella body.
- 3) Such disclosure being acceptable.
- 4) Proof of identity- passport (if available), birth or marriage certificate (where appropriate).
- 5) Two satisfactory written references.
- 6) Evidence of suitability for your work.

Disabilities:

Do you consider yourself to have a disability under the Equality Act 2010? ☐ Yes ☐ No

If yes, please describe any adjustments you may need to support you during the recruitment process or in employment:

Personal Declaration:

I hereby certify that:

- All the information on this application form and any other documents relating to this appointment is, to the best of my knowledge and belief, true and correct.
- All questions relating to me have been accurately and fully answered.
- I possess all the qualifications which I claim to hold.
- I understand that any false statement may give cause for dismissal should I be employed.
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the Job Description.

- I understand that if my application is unsuccessful this application will be deleted or destroyed .However The Trust may ask for my consent to keep my personal data on file in case there are future employment opportunities may be held on file for a maximum of 6 months and where appropriate, my details may be passed onto other line managers. I understand that if I have sent this application form via e-mail it will automatically be deemed that I have signed the declaration below.

Signature: _____Date: _____

Agreement to Use Data:

The Stable Family Home Trust undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc.) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 2018.

All completed applications are handled by SFHT. A copy of our privacy policy can be seen on <http://www.sfht.org.uk/website-privacy-information> and a copy of our Job Applicant privacy can be found at the end of this Application Form.

Please confirm you have read this information and that you accept this privacy policy.

Signed:

Date:

Return By Hand or Post:

HR Team
The Stable Family Home Trust
The Stables, Bisterne
Ringwood, Hampshire
BH24 3BN

By E-Mail: hra@sfht.org.uk

Enquiries: Telephone: 01425 485099

Annex 1

Job Applicant privacy policy.

As part of any recruitment process, SFHT collects and processes data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to be compliant with the General Data Protection Regulation (GDPR).

What information does SFHT collect?

SFHT collects a range of information about you. This includes;

- Your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- whether you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK.
- Driving License and current endorsements if this is relevant to post applied for.

SFHT may collect this information in a variety of ways. For example, data might be contained in applications forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. All this information will be kept safe in our electronic system and only the designated people will have access to your personal data.

If successful in your interview, we may collect data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including HR system, electronic personal files, IT systems (including email) and our payroll system.

Why does SFHT process personal data?

We need to process data to take steps at your current request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK.

SFHT 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 to whom to offer a job. We may also need to process data from job applicants to respond and defend against legal claims.

SFHT does not process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to meet our obligations under the Equality Act 2010.

If you are interested in working for The Trust but there are no current vacancies available, we will ask your consent to keep your email address and the vacancy you would be interested in, thus we will inform you of any upcoming vacancies. We will keep this information for 6 months and you would be free to withdraw your consent at any time contacting HR on 01202 022 536.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment process. This includes members of Senior Team Leadership, HR, interviewers involved in the recruitment process, managers in the department there is the current vacancy and our IT provider to create your company login if successful.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

How does SFHT protect data?

We take the security 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 designated staff in the proper performance of their duties.

For how long does SFHT keep data?

If your application for employment is unsuccessful, the organisation will hold your data for 6 months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will normally be asked whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resource File (electronic based) and retained during your employment. The periods for which your data will be held are contained in our Retention of HR Records Policy and in the Privacy Policy.

Your rights;

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

- Ask to see your data to check its accuracy at any time via a subject access request (SAR).
- Access and obtain a copy of your data on request, and this request is free of charge.
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where SFHT is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of the rights, please contact the Data Controller Hannah Bichard on hannahbichard@sfht.org.uk

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to SFHT during the recruitment process. However, if you do not provide the information, we will not be able to process your application at all.