



# Application for employment

All information will be treated as strictly confidential, and no approach will be made to any person without your permission. Please print clearly.

## Position applied for:

If you obtained this position, would you continue in any other employment? Yes/No

Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?

## Personal details

Title:                      Forename(s):    Surname:

Home address:

Postcode:

Home telephone:

Mobile telephone:

Email Address:

## Education and training

School, college, etc

Dates

Qualifications

**Previous employment**

Name & address of employer

Dates

Job title or duties

Reason for leaving

**Previous relevant experience**

**Interests**

**Driving licence, etc.**

Current driving licence? Yes/no. If yes, type of licence

Any current endorsements? Yes/no. If yes, give details

Any motoring prosecutions pending? Yes/no. If yes, give details

**List any criminal convictions other than “spent” convictions. If none, state “none”.**

The information provided will be confidential and will be considered only in relation to this application.

**List any absences from work during your last 12 months (other than holidays) with reasons.**

**Character reference:**

Name & Address:

Post code:

Telephone:

Email Address:

**Work reference:**

Name & Address:

Post code:

Telephone:

Email Address:

**Please detail any further information you wish to put forward in support of your application.**

**Declaration**

- The above information is true.
- I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

I have read and understand the Privacy Notice on pages 7 to 9 (please tick)

Signed:

Date:

Winash Rest Home (“Winash”): A company limited by guarantee in England under number 5953260

Registered Office: 7 – 9 Albert Road, Clevedon, North Somerset, BS21 7RP

**INFORMATION REQUIRED FOR YOUR DBS POLICE CHECK**

TITLE (Mr. Mrs. Miss)		
SURNAME		
FORENAMES		
PREVIOUS NAMES		Dates used:
Email address		Tel:
DATE OF BIRTH		
GENDER	MALE	FEMALE
PLACE OF BIRTH	(TOWN)	(COUNTRY)
NATIONAL INSURANCE NUMBER		Need Proof
DRIVING LICENCE NUMBER		Need Proof
MARRIAGE CERTIFICATE		
CURRENT ADDRESS & POST CODE and DATES	Month / Year From:	
PREVIOUS ADDRESSES and DATES <b>IN PAST 5 YEARS</b>	Month / Year From: To:	Month / Year From: To:
Month / Year From: To:	Month / Year From: To:	Month / Year From: To:

Please can you supply me with ORIGINALS AND COPIES OF ALL CERTIFICATES and PARTICULARLY PROOF OF ID Passport, Birth Certificate, Driving licence, P45, P60, Government Correspondence (less than 3 months old) Bank / building society statement (less than 3 months old), Utility bill (less than 3 months old) etc.

**DBS Application consent:**

**Privacy Policy – standard / enhanced checks declaration**

I have read the Standard / Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/individuals-rights-policy> and I understand how DBS will process my personal data and the options available to me for submitting an application

**YES / NO**

**Consent to obtain e-Bulk standard / enhanced check electronic result**

I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the registered body may provide this information directly to my employer prior to me receiving my certificate

**YES / NO**

**Declaration by Applicant**

I confirm that I have provided complete and true information in support of this application and understand that knowingly make a false statement for this purpose is a criminal offence

**YES / NO**

**Security Watchdog Statement**

If you do not provide your consent to any of the above statements above, please contact Winash Ltd as your application cannot be submitted online and may need submitting via a paper application.

**Please delete Yes / No above and Sign & Date this form.**

**Name:**

**Signed:**

**Date:**

# Winash Ltd – Staff Privacy Notice (Policy Reference No. EP3.2)

## Introduction

As part of the services we offer, we are required to process personal data about our staff, our service users and, in some instances, the friends or relatives of our service users and staff. “Processing” can mean collecting, recording, organising, storing, sharing or destroying data.

We are committed to being transparent about why we need your personal data and what we do with it. This information is set out in this privacy notice. It also explains your rights when it comes to your data.

If you have any concerns or questions, please contact the Data Protection Officer, Claire Roach on 01275 873129 or [claire@winash.co.uk](mailto:claire@winash.co.uk).

## Staff Data

What data do we have?

So that we can provide a safe and professional service, we need to keep certain records about you. We may record the following types of data:

- Your basic details and contact information e.g. name, address and previous addresses, date of birth, email address, phone numbers, marital status, National Insurance number and next of kin;
- Your financial details e.g. details so that we can pay you, insurance, pension and tax details;
- Your training, supervision, appraisal and records.
- information included on your CV including references, education history and employment history
- current and previous job titles, job descriptions, pay grades, pension entitlement, hours of work and other terms and conditions relating to your employment with us
- letters of concern, formal warnings and other documentation with regard to any disciplinary proceedings
- Annual leave, family leave, sickness absence records
- CCTV footage, call recordings and building entry records.

We also record the following data which is classified as “special category”:

- Health and social care data about you, which might include both your physical and mental health data – we will only collect this if it is necessary for us to know as your employer, e.g. fit notes or in order for you to claim statutory maternity/paternity pay;
- We may also, with your permission, record information used for equal opportunities monitoring, about your sexual orientation, religion or belief and ethnic origin

As part of your application, you may – depending on your job role – be required to undergo a Disclosure and Barring Service (DBS) check (Criminal Record Check). We do not keep this data once we’ve seen it.

## **Why do we have this data?**

We require this data so that we can contact you, pay you and make sure you receive the training and support you need to perform your job. By law, we need to have a lawful basis for processing your personal data.

We process your data because:

- We have a legal obligation under UK employment law;
- We may be required to do so in our performance of a public task;
- We have a legitimate interest in processing your data – for example, we provide data about your training to Skills for Care’s Adult Workforce Data Set, this allows Skills for Care to produce reports about workforce planning.
- We are required to provide data to our regulator, the Care Quality Commission (CQC), as part of our public interest obligations.

We process your special category data because:

- It is necessary for us to process requests for sick pay or maternity pay.

If we request your criminal records data, it is because we have a legal obligation to do this due to the type of work you do. This is set out in the Data Protection Act 2018 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. We do not keep a record of your criminal records information (if any). We do record that we have checked this.

We may also process your data with your consent. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you consent. We will also explain clearly to you what we need the data for and how you can withdraw your consent.

### **Where do we process your data?**

As your employer we need specific data. This is collected from or shared with:

1. You or your legal representative(s);
2. Third parties.

We do this face to face, via phone, via email, via our website, via post, via application forms, via apps.

Third parties are organisations we have a legal reason to share your data with. These include:

- Her Majesty’s Revenue and Customs (HMRC);
- Our pension provider, Nest and our health instance scheme with Westfield Health.
- Organisations we have a legal obligation to share information with i.e. for safeguarding, the CQC;
- The police or other law enforcement agencies if we have to by law or court order.
- The DBS Service, UCheck

### **Our Website**

We use cookies to distinguish you from other users of the website. This helps us to provide you with a good experience when you use the website and also allows us to improve the services we provide to you. On revisiting the website, we will be able to obtain information about your previous visits and about your computer including where available, your IP address, operating system and browser type, for system administration only.

We use the following cookies:

- Strictly necessary cookies. These are cookies that are essential in order to enable you to move around the website and use its features, such as accessing secure areas of the website. Disabling them may mean you are not able to access parts of our website.
- Functionality cookies. These cookies are used to recognise you when you return to our website and to remember changes you have made to things such as text size, fonts and other parts of the website you can change so we can personalise our content for you

Most browsers accept cookies automatically, but you can change your cookie preferences by adjusting your browser settings to refuse the setting of all or some cookies if you prefer. You can usually do this by visiting the “options” or “preferences” menu on your browser. Please note, however, that if you do this and choose to block all cookies (including essential cookies) we cannot guarantee that your experience will be as fulfilling as it would otherwise be, and you may not be able to access all or parts of our website. Where we collect personal data as part of our use of cookies on the website, we will do so in accordance with our Privacy Policy.

### **Your rights**

The data that we keep about you is your data and we ensure that we keep it confidential and that it is used appropriately. You have the following rights when it comes to your data:

1. You have the right to request a copy of all of the data we keep about you. Generally, we will not charge for this;
2. You have the right to ask us to correct any data we have which you believe to be inaccurate or incomplete. You can also request that we restrict all processing of your data while we consider your rectification request;
3. You have the right to ask that we erase any of your personal data which is no longer necessary for the purpose we originally collected it for.

Retention periods can vary depending on why we need your data, as set out below:

Unsuccessful Application and Recruitment Records:	6-12 months
Pension Benefits:	12 years from the ending of any benefit payable
All Personnel Files and Training Records:	6 years from the end of employment
Redundancy & sickness Records:	6 years after employment ends

4. You may also request that we restrict processing if we no longer require your personal data for the purpose we originally collected it for, but you do not wish for it to be erased.

5. You can ask for your data to be erased if we have asked for your consent to process your data. You can withdraw consent at any time – please contact us to do so.

6. If we are processing your data as part of our legitimate interests as an organisation or in order to complete a task in the public interest, you have the right to object to that processing. We will restrict all processing of this data while we look into your objection.

**If you would like to complain about how we have dealt with your request, please contact:**

**Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

**<https://ico.org.uk/global/contact-us/>**