



Application Form

Please complete the form in **black ink**. **All sections** of the application form must be **completed**. Please send your completed application form to the following address:
(or send by email)

Private & Confidential
Standwalk Ltd.
Parkway Business Centre
Parkway 5, Suite 1
300 Princess Road
Fallowfield
Manchester
M14 7HR
0161 256 3519
recruitment@standwalk.com

Please do not send/hand this form into any of our services/houses

All staff MUST wear PPE whilst working in our services (medical disposable face masks are not mandatory)

Position: _____

How did you hear of this position?

Internet Advert ☐

Standwalk Website ☐

Current Standwalk Staff ☐ If Yes:
Please give name

PERSONAL DETAILS

Title	Mr / Mrs / Miss / Ms / Mx / Other
Surname	
First name(s)	
Preferred Name	
Home address	
Home telephone number	



Mobile telephone number	
Email address	
Date of birth	
National insurance number	
Current driving licence	Yes / No Manual/Automatic Endorsements Yes/No <i>Details of any endorsements and dates:</i>

Are you related to any current or former Standwalk employee or people supported by Standwalk?

If Yes: Please give name

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and relationship

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Have you been employed by us before? Yes ☐ No ☐
Have you ever applied to us before? Yes ☐ No ☐

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Do you meet current Home Office Right to Work in the U.K. criteria? Yes ☐ No ☐
If No, please explain

Are there any current immigration restrictions within this? Yes ☐ No ☐

If **Yes** please give details

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Are you currently on a sponsorship or visa to work in the U.K.? Yes ☐ No ☐

If **Yes** please give details

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Will you require a sponsorship to work in the U.K. in the future? Yes ☐ No ☐

If **Yes** please give details

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EDUCATION AND QUALIFICATIONS

SECONDARY EDUCATION

<i>Dates</i>	<i>Name of school</i>	<i>Qualifications gained</i>	<i>Grade</i>	<i>Date</i>
From:				
To:				

FURTHER EDUCATION

<i>Dates</i>	<i>Name of college / university</i>	<i>Qualifications gained</i>	<i>Grade</i>	<i>Date</i>
From:				
To:				

Have you any plans to go back into education in the future.? Yes ☐ No ☐

If **Yes** please give details

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FULL EMPLOYMENT HISTORY

PRESENT / MOST RECENT EMPLOYMENT

<i>FULL Name and address</i>	<i>Position held</i>	<i>Dates/Month/Year</i>		<i>Reason for leaving</i>
		From	To	

PREVIOUS EMPLOYMENT *(most recent first)*

Please list all posts previously held and explain fully any gaps in employment.



<i>Full Name and address</i>	<i>Position held</i>	<i>Dates/Month/Year</i>		<i>Reason for leaving</i>
1.		From	To	
2.		From	To	
3.		From	To	
4.		From	To	

Use separate sheet if necessary

SUPPORTING INFORMATION

Please use this section to provide further information in support of your application. You should include; reason for applying, relevant training & experience, and personal interests. Continue on separate sheets if necessary.





REFERENCES

Please give the names and addresses of two referees, **one of whom must be your present or most recent employer.**

REFEREE 1 – CURRENT / MOST RECENT EMPLOYER

Full Name	
Full Address	
Occupation	
Telephone No/ Email address	

REFEREE 2

Full Name	
Full Address	
Occupation	
Telephone No/ Email address	

REHABILITATION OF OFFENDERS ACT 1974

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. Therefore you must give details of any cautions or convictions, spent or unspent. A CRB enhanced disclosure will be sought prior to employment commencing.

This section must be completed.

Please add any cautions or convictions, spent or unspent. If None, please write 'None'.

If you need any help completing this application form, require it in another format, or have any questions about working with Standwalk, you can contact us by using the contact methods stated on the front sheet.

I confirm that the information provided is true and accurate. I understand that giving false information which results in an offer of employment may subsequently be withdrawn, result in disciplinary action or dismissal.

Signature of applicant

Date



Recruitment Monitoring

Standwalk requires all its managers and employees to apply its Diversity Policy and not to discriminate against anyone because of nationality, sex, race, colour, ethnic or national origin, culture, age, religion, sexual orientation, marital status or disability.

To monitor the application of our Diversity Policy, we need to gather information about the people who are applying for employment with us. We would like to ask you to complete this simple questionnaire.

This form will be detached from your application prior to shortlisting. All information on this form will be treated as confidential and will be used for statistical monitoring only.

Please write the appropriate answer within boxes, expanding on the information where necessary.

Sex:

Gender Identity:

Under the category of disability within the Equality Act 2010, do you consider yourself to have a disability or impairment? Yes ☐ No ☐

Signature of applicant

Date



EQUAL OPPORTUNITIES MONITORING FORM

We strive to be an equal opportunity employer and will select staff on merit, irrespective of race, gender, disability etc. The information provided on this form will be confidential and used for monitoring purposes only.

Post applied for

Date of application

RACIAL / ETHNIC ORIGIN

I would describe my racial / ethnic origin as –

White ☐

Black – Caribbean ☐

Black – African ☐

Black – Other (please specify)

.....

Indian ☐

Pakistani ☐

Bangladeshi ☐

Chinese ☐

Other (please specify)

.....

Signature of applicant

Date



HEALTH QUESTIONNAIRE

We are required by The Domiciliary Care Regulations 2002 to ensure that candidates are physically and mentally fit for the purposes of the post for which they are applying. Information will be treated in confidence.

DO YOU HAVE NOW OR HAVE YOU EVER HAD -

IF YES, PLEASE GIVE DETAILS

Dermatitis or skin trouble of any kind e.g. eczema	YES / NO	
Stomach, problems	YES / NO	
Depression or other mental illness	YES / NO	
Chest problems, bronchitis, TB or asthma	YES / NO	
Rheumatic fever, heart trouble or diabetes	YES / NO	
Back problems or slipped disc	YES / NO	
Fits, fainting attacks or epilepsy	YES / NO	
Headaches or migraine	YES / NO	

IF YES, PLEASE GIVE DETAILS

Have you ever had a serious illness	YES / NO	
Have you ever had a serious accident, either at work or elsewhere	YES / NO	
Are you currently receiving medical treatment	YES / NO	
Do you attend hospital for any reason	YES / NO	

Signature of applicant

Date



Employment Summary Terms

Please read the following statements. You are required to abide by these terms if you are successful, following the recruitment process and as such please read and sign to confirm **agreement** / **disagreement** and include **comments** where required.

How many hours are you looking to work? 18 hours / 24 hours / 30 hours /36 hours / 42 Hours	Comment		
Are you looking for Days or Nights or either?	Comment		
The job involves shift work. Are you in agreement with shift work? Day shifts: 8am-8pm Night shifts: 8pm-8am Due to service need shifts may be: 07.45am to14.15pm, 07.45am to 20.15pm, 10.00am -to 22.00pm, 14.00am to 20.00pm, 08am to 20.00pm, Sleep in shifts, 20.00pm to 08.00am (waking night). And Variations of the above for OUTREACH roles.	Agree	Disagree	Comment
I am completely flexible? Available to work when asked.	Agree	Disagree	Comment
I am not flexible? I have set days I can work.	Agree	Disagree	Comment
I understand that Staff employed, will work for Standwalk Ltd. Standwalk Ltd provide a variety of Care & Support Services. Staff are not fixed at one service.	Agree	Disagree	Comment
Do you have any pre-booked holidays or work commitments? Specify dates in comments.	Comment		
As an employee, I agree that I must attend regular monthly staff meetings / supervisions which may or may not be held on days that I work.	Agree	Disagree	Comment
You are required to pay for the DBS at a cost of £60.40 to Ucheck before recruitment checks can be completed by Standwalk.	Agree	Disagree	Comment



A DBS is required to undertake this position. Do you have anything you wish to disclose which may show on a DBS? You must disclose.	Comment
Are you eligible to work within the UK?	Comment
Are you a driver? You must have a licence to state yes.	Comment
Do you have a vehicle?	Comment

I agree that I have responded to the above statements / questions to the best of my knowledge and understand fully the terms of employment associated with this role prior to interview.

Candidate:

Signed: Date:

I can confirm I have received a copy of Standwalk's Privacy Notice for Job Applicants (Separate Document)

Signed: Date:

Recruiting Manager:

Signed: Date:



Privacy Notice for Job Applicants

In accordance with the General Data Protection Regulation (GDPR), Standwalk have implemented this privacy notice to inform you, as a prospective employee of our Company, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

A) DATA PROTECTION PRINCIPLES

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) Processing is fair, lawful and transparent
- b) Data is collected for specific, explicit, and legitimate purposes
- c) Data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) Data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- e) Data is not kept for longer than is necessary for its given purpose
- f) Data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- g) We comply with the relevant GDPR procedures for international transferring of personal data

B) TYPES OF DATA HELD



We keep several categories of personal data on our prospective employees in order to carry out effective and efficient processes. We keep this data in recruitment files relating to each vacancy and we also hold the data within our computer systems, for example, Dropbox.

Specifically, we hold the following types of data:

- a) Personal details such as name, address, phone numbers;
- b) Name and contact details of your next of kin;
- c) Your photograph;
- d) Your gender, marital status, information of any disability you have or other medical information;
- e) Right to work documentation;
- f) Information on your race and religion for equality monitoring purposes;
- g) Information gathered via the recruitment process such as that entered into a CV or included in a CV cover letter;
- h) References from former employers;
- i) Details on your education and employment history etc.;
- j) Driving license;
- k) Criminal convictions.

C) COLLECTING YOUR DATA

You provide several pieces of data to us directly during the recruitment exercise.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Should you be successful in your job application, we will gather further information from you, for example, your bank details and next of kin details, once your employment begins.



D) LAWFUL BASIS FOR PROCESSING

The law on data protection allows us to process your data for certain reasons only.

The information below categorises the types of data processing we undertake and the lawful basis we rely on.

Activity requiring your data	Lawful basis
Carrying out checks in relation to your right to work in the UK	Legal obligation
Making reasonable adjustments for disabled employees	Legal obligation
Making recruitment decisions in relation to both initial and subsequent employment e.g. promotion	Our legitimate interests
Making decisions about salary and other benefits	Our legitimate interests
Making decisions about contractual benefits to provide to you	Our legitimate interests
Assessing training needs	Our legitimate interests
Dealing with legal claims made against us	Our legitimate interests
Preventing fraud	Our legitimate interests

E) SPECIAL CATEGORIES OF DATA

Special categories of data are data relating to your:

- a) Health
- b) Sex life
- c) Sexual orientation



- d) Race
- e) Ethnic origin
- f) Trade union membership
- g) Genetic and biometric data.

We carry out processing activities using special category data:

- a) For the purposes of equal opportunities monitoring
- b) To determine reasonable adjustments

Most commonly, we will process special categories of data when the following applies:

- a) You have given explicit consent to the processing
- b) We must process the data in order to carry out our legal obligations
- c) We must process data for reasons of substantial public interest
- d) You have already made the data public.

F) FAILURE TO PROVIDE DATA

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract of employment with you. This could include being unable to offer you employment or administer contractual benefits.

G) CRIMINAL CONVICTION DATA

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment. We use criminal conviction data to determine your suitability, or your continued suitability for the role. We rely on the lawful basis of Legal Obligation to process this data.

H) WHO WE SHARE YOUR DATA WITH



Employees within our company who have responsibility for recruitment will have access to your data which is relevant to their function. All employees with such responsibility have been trained in ensuring data is processing in line with GDPR.

Data is shared with third parties for the following reasons:

- a) For the administration of payroll
- b) Contractual benefits
- c) Training
- d) Performance
- e) References
- f) To comply with statutory obligations – to comply with Department of Health and Social Care, CQC and HSE regulations

We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us. We have a data processing agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

We may share your data with bodies outside of the European Economic Area. The countries inside the European Economic Area are Austria

Belgium, Bulgaria, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

Any country other than the above are considered outside of the EEA.

The reason for sharing data with these countries are:

- a) Reference requests



We have put the following measures in place to ensure that your data is transferred securely and that the bodies who receive the data that we have transferred process it in a way required by EU and UK data protection laws:

- a) Standwalk will only complete reference requests if the individual has given written consent
- b) That the information is necessary for the performance of a contract
- c) All computers are password protected
- d) All computers are protected with Avast Business Security. This is monitored centrally, and threat analysis and appropriate actions are in real time
- e) Outlook emails are protected using Microsoft Security
- f) Dropbox uses AES-256 bit encryption

I) PROTECTING YOUR DATA

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

J) RETENTION PERIODS

We only keep your data for as long as we need it for, which, in relation to unsuccessful candidates, is six months to a year.

If your application is not successful and we have not sought consent, or you have not provided consent upon our request to keep your data for the purpose of future suitable job vacancies, we will keep your data for six months once the recruitment exercise ends.

If we have sought your consent to keep your data on file for future job vacancies, and you have provided consent, we will keep your data for nine months once the recruitment exercise ends. At the end of this period, we will



delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data and there will be no consequences of withdrawing consent.

If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

K) AUTOMATED DECISION MAKING

Automated decision-making means making decisions about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

Decisions based on automated decision making include:

- a) Time Attendance System
- b) Payroll

The TA system is an electronic method to record the number of hours worked by Standwalk employees.

The TA system uses a web-based rostering system, with the use of a touch screen terminal. Using a small key fob, staff clock in and out each shift they work.



The TA system allows staff to view the hours recorded and what their shifts are for the next seven shifts. Staff can also request holidays using the touch screen, which their manager can then inform the staff member if they have been authorised.

If staff are early or late, they can enter a reason for this, which is then reviewed by their manager.

At the end of the pay period, these hours are used to calculate the payroll.

All managers review the TA system regularly to ensure staff are using their fobs to record when they have arrived and left work.

Managers complete the TA confirmations on a very regular basis, preferably every day.

Managers check and authorise the payroll weekly.

L) YOUR RIGHTS

You have the following rights in relation to the personal data we hold on you:

- a) The right to be informed about the data we hold on you and what we do with it;
- b) The right of access to the data we hold on you. We operate a separate Subject Access Request policy and all such requests will be dealt with accordingly;
- c) The right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification';
The right to have data deleted in certain circumstances. This is also known as 'erasure';
- d) The right to restrict the processing of the data;



- e) The right to transfer the data we hold on you to another party. This is also known as 'portability';
- f) The right to object to the inclusion of any information;
- g) The right to regulate any automated decision-making and profiling of personal data.

In addition to the above rights, you also have the unrestricted right to withdraw consent, that you have previously provided, to our processing of your data at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact a member of the administration team.

M) MAKING A COMPLAINT

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

N) DATA PROTECTION COMPLIANCE

Our appointed compliance officer in respect of our data protection activities is:

Phil Gould – Services Director

0161 2563519 pgould@standwalk.com