



# Standwalk Application Form

## What we do:

The people we support are wonderfully unique, with different abilities, backgrounds, and interests. Our goal is to support and promote their full potential through equal access and equity in their communities.

We believe that to achieve these **outcomes**, our Support Teams need to reflect this diversity.

We welcome applications from everyone, including Care Leavers, ex-Armed Forces, and people with criminal records; no experience or qualifications are required.

We only require you to have the **Care**, **Empathy**, **Respect**, and **Honesty** needed to support others to experience the **Inclusion** needed to achieve these **Outcomes**.

## What happens when I apply:

**Step One:** If you are interested in a role with us, complete every section of this application form in **black ink** and send it to [recruitment@standwalk.com](mailto:recruitment@standwalk.com) or by post to: Standwalk Ltd., Emerson Business Centre, Parkway 5, Suite 1, 300 Princess Road, Fallowfield, Manchester, M14 7HR.

**Step Two:** When we receive your completed application, Section 1. My Application will be separated from Section 2. About Me, by our Admin Team, before it is sent to the hiring manager.

**Step Three:** The hiring manager will only review Section 1. My Application, if they feel your answers match the values they are looking for, they will invite you to an interview.

All our Interview Questions are values-based and designed to learn more about you as a person.

**Step Four:** If you are successful at the interview and you want to accept the position, this will require an Enhanced DBS. At this point, you should advise the Interviewing Manager if you have spent or unspent convictions conviction/s now. Any employment offer will depend on the information you provide matching our checks.

**Step Five:** If you have spent or unspent convictions to disclose, the Interviewing Manager will arrange to discuss further with you, and if necessary, a Performance Support Plan may be put in place.

## PARKWAY BUSINESS CENTRE

Parkway 5 (Suite 1), 300 Princess Road, Fallowfield, M14 7HR Standwalk Limited Registered in England and Wales No: 03349796



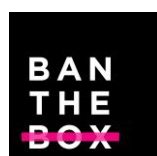
0161 256 3519



[admin@standwalk.com](mailto:admin@standwalk.com)



[www.standwalk.com](http://www.standwalk.com)



App. Ref:  
(Admin use only)

## Section 1. My Application.

All our questions are values-based and designed to learn more about you as a person. Write as much as you want, the box will expand as you type. Please add separate sheets if needed.

**Question One:** Tell us why you want to work with us?

**Question Two:** Tell us why you feel that you would be able to support others to overcome barriers and achieve their goals

**Question Three:** Tell us about any unique skills or experiences you have that you feel will benefit you in this role:

Empathy

Honesty

Respect

Care

Inclusion

Outcomes

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|                                                                                                                                                                                                                                                                                                                                                             |         |       |              |       |       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------|--------------|-------|-------|
| How many hours do you want to work weekly?                                                                                                                                                                                                                                                                                                                  | 18hrs   | 24hrs | 30hrs        | 36hrs | 42hrs |
|                                                                                                                                                                                                                                                                                                                                                             |         |       |              |       |       |
| Are you looking for Days or Nights or either?                                                                                                                                                                                                                                                                                                               | Comment |       |              |       |       |
| <p>We support people to live their lives fully, which means we need to support them 24 hours a day, 7 days a week, during public or religious holidays and celebrations.</p> <p>Remember this when answering the below, limits in flexibility may not exclude you from the role, but we need to know to make sure you are matched to the right service.</p> |         |       |              |       |       |
| The role involves working a range of shifts depending on Service Users Support Plans & activities.<br><br>Do you agree to working shifts?                                                                                                                                                                                                                   | Yes     | No    | Give Details |       |       |
| Do you have any restrictions that may limit your flexibility to work with us?                                                                                                                                                                                                                                                                               | Yes     | No    | Give Details |       |       |
| We provide a variety of services at different locations, employees are not fixed at one location and may be moved to another location we needed.<br><br>Do you agree to this?                                                                                                                                                                               | Yes     | No    | Give Details |       |       |
| We provide regular Team Meetings to support Teams which you are required to attend outside you normal/contracted working hours.<br><br>Do you agree to this?                                                                                                                                                                                                | Yes     | No    | Give Details |       |       |
| A DBS is required for this role at a cost of £72.30 to Ucheck before recruitment checks can be completed by Standwalk.<br><br>Do you agree to pay this?                                                                                                                                                                                                     | Yes     | No    | Give Details |       |       |
| Do you have any pre-booked holidays or work commitments?                                                                                                                                                                                                                                                                                                    | Yes     | No    | Give Details |       |       |

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## Section 2. About Me.

**What position you are applying for:**

**How did you hear of this position? (please tick)**

- ☐ Internet Advert
- ☐ Kings Trust
- ☐ Standwalk Website
- ☐ Care Leavers Covenant
- ☐ Armed Forces
- ☐ Ban the Box Website
- ☐ Current Standwalk Employee. Employee Name:
- ☐ Other, Give Details:

### a) Personal Details:

*Preferred Title*

*Mr / Mrs / Miss / Ms / Mx / Other*

*Surname(s)*

*First Name(s)*

*Preferred Name*

*Home address*

*Contact telephone*

*Email address*

*National Insurance No.*

**Are you related to or have a relationship with any current or former Standwalk employees or people supported by Standwalk?**

*If yes, give name and relationship:*

**Empathy**

**Honesty**

**Respect**

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**Are you a full licenced driver?**

*If yes, give details. Is it for Manual/Automatic? Is it UK, European or other?*

*Date of Birth*

*Preferred Pronouns*

*Sex at Birth*

*Gender Identity*

*Race/Ethnicity*

**Do you have a disability or impairment? Yes ☐ No ☐**

*If yes, give details:*

**Are you a Care Leaver? Yes ☐ No ☐**

*If yes, give details:*

**Are you ex armed forces? Yes ☐ No ☐**

*If yes, give details:*

**Have you been employed by us before? Yes ☐ No ☐**

*If yes, where and when:*

**Have you ever applied to us before? Yes ☐ No ☐**

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*If yes, give details:*

**Do you meet current Home Office Right to Work in the U.K. criteria? Yes ☐ No ☐**

*If No, give details:*

**Do you have any current immigration restrictions within this? Yes ☐ No ☐**

*If yes, give details:*

**Are you currently on a sponsorship or visa to work in the UK? Yes ☐ No ☐**

*If yes, give details:*

**Will you need a sponsorship or visa to work in the UK in the future? Yes ☐ No ☐**

*If yes, give details:*

## **b) Employment History:**

**Present/ Most recent employment:**

| Employer Name & Address | Role/Position Held | Start Date | End Date | Reason for leaving |
|-------------------------|--------------------|------------|----------|--------------------|
|                         |                    |            |          |                    |

**All previous employment, including any gaps. Add Sheets or rows as needed:**

| Employer Name & Address | Role/Position Held | Start Date | End Date | Reason for leaving & gaps |
|-------------------------|--------------------|------------|----------|---------------------------|
|                         |                    |            |          |                           |

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**Honesty**

**Respect**

**Care**

**Inclusion**

**Outcomes**

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**If you have any volunteering or educational background that you feel is relevant to this application, please include below:**

*Give details:*

### **c) References:**

Give the names and contact details of two referees. These will not be contacted without permission.

#### ***Referee 1***

Must be your present or most recent employer

Full Name

Role

Company Name & Address

Contact Telephone No:

Contact Email:

|  |
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#### ***Referee 2***



App. Ref:  
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Type of Reference, please tick Personal ☐ or Professional ☐

|                                           |  |
|-------------------------------------------|--|
| Full Name                                 |  |
| Role/Relationship                         |  |
| Company Name & Address<br>(If Applicable) |  |
| Contact Telephone No:                     |  |
| Contact Email:                            |  |

#### d) Health Questionnaire:

We are required by The Domiciliary Care Regulations 2002 to ensure that candidates are physically and mentally fit for the role. Information will be treated in confidence

If you have any physical, mental health conditions that you feel may affect you in this role please describe these below. This will not exclude you from the role, but we need to know so we complete a work assessment to match you to the right role.

*Give details:*

*I confirm that the answers I have provided in this application are true and accurate, and I understand that if I have provided false or misleading information, this may result in a withdrawal of my employment offer.*

Candidate Signature:

Date:

#### e) Privacy Notice:

I can confirm I have received a copy of Standwalk's Privacy Notice for Job Applicants attached below.

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Candidate Signature:

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.

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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.
- l)

### **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



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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:



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Phil Gould – COO (Chief Operating Officer)

0161 2563519 [pgould@standwalk.com](mailto:pgould@standwalk.com)

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