

# HENDRA HEALTHCARE (LUDLOW) LTD - APPLICATION FOR EMPLOYMENT

Please complete the application form as thoroughly as possible, and when completed please return to :  
Mr V Birmingham Hendra House Residential Home 15 Sandpits Road Ludlow SY8 1HH or email to  
vince@hendrahouse.co.uk

<b>POSITION APPLIED FOR</b>
Job Title:
How did you hear of the vacancy?

<b>APPLICANTS DETAILS</b>	
Surname:	First Names:
Home Address:	
	Postcode:
Other details	
Home Telephone No:	Mobile No
Email Address	

## EDUCATION, QUALIFICATIONS AND TRAINING

Please tell us about any education or qualifications, or training courses you have completed which may be relevant to the position applied for. Continue a separate sheet as necessary.

School / College	From	To	Qualifications Gained / Grades

**TRAINING**

Please record below any training that you may have undertaken to support your application.

<b>Course / Programme Title</b>	<b>From</b>	<b>To</b>	<b>Grade</b>

Please record below any or voluntary work you have undertaken to support your application.

**EMPLOYMENT HISTORY**

Record any jobs you have had in the past ten years starting with your current or most recent position. If there are gaps in your employment history e.g. unemployment, raising family please identify the reasons for any gaps in continuous employment. Please feel free to continue on a separate sheet as necessary

<b>Employer</b>	<b>Job Title and Outline of Duties</b>	<b>Salary</b>	<b>From</b>	<b>To</b>	<b>Reason For Leaving</b>

## EXPERIENCE / SKILLS

Please provide specific information to support your application. You are asked to read the job description and the person specification to support your application. Please feel free to continue on a separate sheet if you wish to do so.

Please identify any other employment you would continue if you were successful in obtaining the position you have applied for.

## REFERENCES

Please give the names of two references who can supply us with a reference. One of which **MUST** be your current or most recent employer.

REFERENCE 1	REFERENCE 2
Name:	Name:
Position:	Position:
Company Name:	Company Name:
Address	Address
Post Code:	Post Code:
Telephone No:	Telephone No:
Email address:	Email address:
How long have you known this person & in what capacity?	How long have you known this person & in what capacity?

## CRIMINAL RECORDS / DISCLOSURES

*Because of the nature of the work you are applying for, the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.*

*Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Baring Service website](#). Care Homes are now required to Police Check all new staff to their organisation and you must be aware that in order to progress your application we will undertake a check through the Disclosure and Baring Service.*

*In addition, we are required to check your name against the ISA (Independent Safeguarding Authority) Vulnerable Adults Barred list. If your name is on that list, we will not employ you and if your name is added to the list while you are employed by us, you will be liable for instant dismissal without any payment in lieu of notice or holiday entitlement or compensation.*

*You are therefore required to disclose the following information. Disclosing a conviction does not necessarily mean that you will not be employed, but failure to disclose any information now or throughout your employment on convictions, offences, warnings, cautions, reprimands, conditional discharges, bind overs, community resolutions or notices issued by the police including motoring offences may result in summary dismissal without pay in lieu of notice.*

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the <u>Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)</u>	Yes/No If Yes, please give details:
Have you ever been referred to the ISA Vulnerable Adults Barred list?	Yes/No
Are you aware of any proceedings to add your name to the ISA Vulnerable Adults Barred list?	Yes/No

### HEALTH & WELL BEING

To comply with infection control procedures, the home is required to record staff immunisation records. It would be appreciated if could identify below if you have received immunisation against any of the following conditions, if not immunised enter NA.

Condition	Date Immunised	Condition	Date Immunised
Hepatitis B		Tuberculosis (TB)	
Tetanus		Rubella (Measles)	
Polio		Influenza	

### DISABILITY DISCRIMINATION ACT

This Act protects people with disabilities from unlawful discrimination. We actively encourage applicants from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

Do we need to make any specific arrangements for you to attend an interview?  
**YES / NO**

**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 the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I agree that my previous employers may be approached for references. I also agree that should I be successful in this application, I will apply to the Disclosure and Barring Service for a Disclosure and Barring certificate/PVG Scheme Record or Scheme Record Update.

I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn, or my employment terminated.

I agree that Hendra Healthcare (Ludlow) Limited can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the General Data Protection Regulation 2016.

I confirm that I accept Hendra Healthcare (Ludlow) Limited's Privacy Policy and 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 return this completed form marked "Confidential" to:  
Mr V Birmingham Hendra House, 15 Sandpits Road, Ludlow, Shropshire SY8 1HH or  
email to vince@hendrahouse.co.uk**

## **Hendra Healthcare (Ludlow) Limited Privacy Notice for Job Applicants**

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, as prospective employees 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.

### **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

### **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, recruitment logs.

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 licence;
- k) criminal convictions.

### **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.

## 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

## SPECIAL CATEGORIES OF DATA

Special categories of data are data relating to your:

- h) health
- i) sex life
- j) sexual orientation
- k) race
- l) ethnic origin
- m) political opinion
- n) religion
- o) trade union membership
- p) 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.

## 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.

## 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.



## 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 processed in line with GDPR.

- Data is shared with third parties for the following reasons:
- Carrying out checks in relation to your right to work in the UK.
- Making reasonable adjustments for disabled employees
- Making recruitment decisions in relation to both initial and subsequent employment e.g. promotion.
- Making decisions about salary and other benefits.
- Making decisions about contractual benefits to provide to you.
- Assessing training needs.
- Dealing with legal claims made against us.
- Preventing fraud.

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 do not share your data with bodies outside of the European Economic Area.

## 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.

## 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.

## AUTOMATED DECISION MAKING

Automated decision-making means making decision 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.

## **YOUR RIGHTS**

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

- q) the right to be informed about the data we hold on you and what we do with it;
- r) 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;
- s) 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';
- t) the right to have data deleted in certain circumstances. This is also known as 'erasure';
- u) the right to restrict the processing of the data;
- v) the right to transfer the data we hold on you to another party. This is also known as 'portability';
- w) the right to object to the inclusion of any information;
- x) 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 Mr V Birmingham or Mrs L Giess.

## **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.

## **DATA PROTECTION COMPLIANCE**

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

Mr V Birmingham  
Hendra House, 15 Sandpits Road, Ludlow, Shropshire SY8 1HH  
Telephone: 01584 873041  
e-mail: vince@hendrahouse.co.uk