



**Sandcastle Care Ltd**

**49 Whitegate Drive**

**Blackpool**

**FY3 9DG**

**t: 01253 829966**

**w: sandcastle-care.co.uk**



***Please complete in your own handwriting, in black ink and return to the above address***

<b>APPLICATION FOR THE POST OF:</b>			
<b>AT (NAME OF HOME/LOCATION):</b> (if known at this time)			
<b>CLOSING DATE:</b>			
<b>PERSONAL DETAILS</b>			
Last Name:		Title (E.g. Mr/Mrs/Miss/Ms):	
Forename(s):		Date of Birth:	
Home Address:			
		Postcode:	
Telephone No (Daytime)		(Evening)	
Mobile:		E-mail:	
		If appointed is a work permit required?	
Are you related to any person employed by, or connected with Sandcastle Care?		YES	NO
Name		Job Title	
Relationship			
<b><i>Direct/indirect canvassing in relation to this application will render you liable to disqualification</i></b>			

**Due to the age of the young people in our care all candidates must be at least 21 years old to apply. (Care Standards Act 2000)**

**DATA PROTECTION ACT**

The information provided within this application may be used for statistical analysis and to obtain references from past and current employers.  
For applicants joining Sandcastle Care, the information provided will be used to administer company operations in connection with their employment. Unsuccessful applications will be destroyed after six months

**EDUCATION****SECONDARY/HIGHER EDUCATION***Short listed candidates will be asked to provide original certificates where relevant*

From	To	School/College	Certificates/Qualifications Awarded & Dates

**Interests/Responsibilities whilst at school (optional)**

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**PRESENT (or LAST) EMPLOYER**

Dates		Name & Address of Employer, Nature of the Business	Position Held	Current/Last Salary
From MOnth/Year	To Month/Year			

Reason for leaving or wishing to leave current/last employment:

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Notice Required:

CURRENT PAY SCALE & SPINAL  
COLUMN POINT (e.g. NJC/TEACHERS  
CPS)**Please give a brief description of duties and responsibilities**

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**EMPLOYMENT HISTORY STARTING WITH THE MOST RECENT AND INCLUDING ALL GAPS IN EMPLOYMENT SINCE LEAVING SCHOOL AND THE REASON FOR THE GAPS**

(Please list employment and provide details of any time not spent in employment and provide specific **month/year** dates – your application will be unsuccessful if you fail to do this.)

Dates		Name & Address of Employer, Nature of the Business	Position Held and your reason for leaving
From Month/Year	To Month/Year		

***How does your experience, skills and/or knowledge at work or in a personal/voluntary capacity relate to the post for which you have applied? Please include details that support your ability to meet the essential requirements of this post.***

**LEISURE INTERESTS** (Please give brief details of interest, membership of clubs etc.)

Please state your reasons for applying for this post and give details of any career objectives (continue on a separate sheet where necessary)

Empty box for applicant response.

**DRIVING LICENCE**

Do you hold a full current driving licence?	YES		NO	
Have or have you had any driving convictions/penalty points in the last three years?	YES		NO	

**CRIMINAL CONVICTIONS**

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	YES		NO	
<b><i>If you have answered yes to the above question, please complete the attached Rehabilitation of Offenders form, place it in an envelope and return it with your completed application form. *</i></b>				

\* The post for which you have applied is defined as exempted employment within the terms of **The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)**. You are therefore required to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Act, whether or not they would be, in terms of the Act, classed as spent. Declaration of any convictions will not necessarily bar you from employment, as this will depend on the circumstances and background to your offence(s). All applicants who are offered employment will be subject to a criminal record check before the appointment is confirmed. See the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) page for details of how to check what information is required under the new legislation.

**REFERENCES**

Please provide the contact details for two referees (none of whom should be close friends or family), who should be able to comment on your suitability for the post for which you are applying. One of these must be your present or last employer. We will request references from all referees named and reserve the right to request additional references. **All offers of employment will be subject to the receipt of satisfactory references.** NB: It is imperative for speed of process that you make your referees aware that you have named them and that they should complete and return requests as soon as possible.

**Present/last employer:****Name:****Job Title:****Address:****Postcode:****Tel No:****Email address:**

**I do not wish my present employer to be approached at this stage.  
(Tick Box)**

**Name:****Job Title:****Address:****Postcode:****Tel No:****Email address:****DECLARATION**

- *I understand that appointment to this post is conditional on the information supplied with my application being correct and that if I have withheld any information or any information is found to be false, I will be liable to disciplinary action.*
- *The statements made by me in this application form and on any additional sheets are true to the best of my knowledge and belief.*
- *I hereby consent to the processing of the above data in accordance with the current Data Protection legislation.*

**Signature of applicant:****Date:**

Please note if we do not contact you within 4/6 weeks of the published closing date (or in the absence of a closing date, within 4/6 weeks of the date on which you submitted your application), then you have **not** been short listed for an interview.

All applicants' details are kept on file for 6 months and considered for future vacancies within Sandcastle Care as and when they may occur.

In the meantime, may we take this opportunity to thank you for your application and for your interest in Sandcastle Care Ltd.

# Privacy Notice for Job Applicants

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

## 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) political opinion
- g) religion
- h) trade union membership
- i) 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 DO 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: carrying out checks in relation to your suitability to work with our young people and dealing with any legal claims made against us.

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.

## **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 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.

## **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';
- d) the right to have data deleted in certain circumstances. This is also known as 'erasure';
- e) the right to restrict the processing of the data;
- f) the right to transfer the data we hold on you to another party. This is also known as 'portability';
- g) the right to object to the inclusion of any information;
- h) 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 [info@sandcastle-care.co.uk](mailto:info@sandcastle-care.co.uk)



**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:

Michael Swarbrick  
michael.swarbrick@sandcastle-care.co.uk  
01253 829966

I have read and understood the above terms.

Signature .....

Name (print) .....

Date .....



# SANDCASTLE CARE

## DISCLAIMER FORM

The Disqualification for Caring for Children Regulations 2002 applies to anyone employed in a registered or voluntary children's home.

The Regulations set out grounds for disqualification from caring for children.

These fall into three main areas:

1. Where a child of the individual has at anytime been the subject of a care or similar order, or where an order has been made with the purpose of removing a child from the individual's care or preventing the child from living with him/her.
  
2. Where the person has been convicted of an offence specified in Schedule 1 of The Children and Young Persons Act or one involving injury or threat of injury to another person.
  
3. Where:
  - The person has been concerned with a voluntary or registered children's home which has been removed from the register; or
  
  - An application by the person for registration of a voluntary or registered children's home has been refused; or
  
  - The person has been prohibited from being a private foster parent, or the person has been refused registration to be a child minder or provider of day care, or had his/her registration cancelled.

I have read and understood the above and declare that I am not disqualified from caring for children under The Disqualification for Caring for Children's Regulations 2002.

**Name: (please print)**.....

**Signed:**..... **Date:**.....

## Strictly Private & Confidential



Addendum to Application Form

### **THE REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 (AS AMENDED IN 2013)**

Sandcastle Care actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. Sandcastle Care selects all candidates for interview based on their skills, qualifications and experience. Legislation now in force in England and Wales, allows certain old and minor cautions and convictions to no longer be subject to disclosure, however, cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children, like those within Sandcastle Care, still remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure as will all convictions where an individual has more than one conviction recorded.

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 therefore cannot be taken into account when making decisions. If you are unsure what should or should no longer be disclosed, then guidance and criteria on the filtering of these cautions and convictions can be found on the following website:

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

or by accessing the Unlock website resources:

<http://hub.unlock.org.uk/section/about-criminal-records/disclosure-and-barring-service/>

All applicants who are offered employment will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed.

You are therefore required to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Information declared will be used only to consider suitability for the post in question and will not be used as the sole criteria to decide your fitness for the post. Unless an appointment is prohibited by law (under the terms of the Protection of Children Act 1999 (as amended by the Criminal Justice and Court Services Act 2000), a criminal record will not automatically debar you from being considered for employment. Changes to the way the DBS deals with disclosures means that certificates are now only sent to you, no longer the employer, so we may ask you to bring your copy for us to view any cautions, convictions, reprimands or final warnings that it may contain in order for us to be able to make an informed decision. Furthermore, applicants will be given an opportunity to discuss any details supplied before any decision is taken regarding their appointment. In reaching such a decision, Sandcastle Care will consider the nature of the record/action, the length of time since the offence(s), its relevance to the position applied for, and any other information provided.

You should note that failure to bring any unfiltered conviction to the notice of Sandcastle Care, either on this form or at subsequent interview, may lead to withdrawal of the job offer or disciplinary action, including summary dismissal where appropriate.

The form will only be read after successfully clearing short listing. All information in the form will be treated in the strictest confidence. However, it will be available to relevant Manager and Officers of Regulatory bodies as required. If you are offered an appointment with Sandcastle Care, the completed form will be retained as part of your confidential Personnel File. If your application is unsuccessful, it will be kept for six months, along with your application form, after which time both documents will be destroyed in accordance with data protection procedures.

Please note that it is illegal for a person who is barred from working with children by the DBS, to apply for any position within Sandcastle Care.

**THE REHABILITATION OF OFFENDERS ACT 1974**  
**(EXCEPTIONS) ORDER 1975 (AS AMENDED IN 2013)**

**Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Please indicate with a tick in one box below.**

Yes  No

**If you have answered yes to the question above, please complete Part One and Part Two of the form.**

**PART ONE**

**Job and Personal Information**

Job Title: ..... Location:.....

Forename(s): ..... Surname: .....

Address:

.....  
.....  
.....

**PART TWO**

I confirm that the caution(s) and/or conviction(s) listed below has/have been imposed on me.  
(Please give details of the offence, the date and whether it is spent or unspent)

Signed: ..... Date: .....

**IMPORTANT**

***PLEASE SEAL THIS FORM IN AN ENVELOPE MARKED "CONFIDENTIAL - REHABILITATION OF OFFENDERS ACT" AND STAPLE THE ENVELOPE TO YOUR COMPLETED APPLICATION FORM.***

Thank you.

**EQUAL OPPORTUNITIES**

Sandcastle Care is committed to becoming an equal opportunities employer. All suitably qualified applicants will be considered regardless of race, gender, disability etc. As part of this process, we need to monitor our recruitment process. It would be very helpful if you could complete the following information which relates only to monitoring, NOT selection. This information is treated as confidential.

On receipt it will be separated from the application form before short listing takes place.

**Application for the post of:**

**Where did you see this post advertised?**

**Please give the following information about yourself:**

**a) Gender**

Male

Female

**b) Date of Birth:**

**Age:**

**c) Nationality: (Please specify)**

**d) Do you consider yourself to be disabled?**

Yes

No

**If yes, please give details:**

**Please quote registered disabled number where applicable:**

**e) How would you describe your ethnic origin?**

Please tick appropriate box

White	Black	Asian	Other
European	Afro-Caribbean	Chinese	(Please specify)
North American	African	Bangladeshi	
Other (specify)	Other (specify)	Indian	
		Pakistani	
		Other (specify)	

**Have you any comments on the content of this Application Form?**

Sandcastle Care considers the employment of staff to be on the basis of equal opportunity and treatment for all. It is, therefore, intended that no job applicant or employee shall receive less favourable treatment because of any condition or requirement, which cannot be shown to be justifiable. The company also condemns inappropriate conduct which detracts from the working environment of employees and is committed to the promotion of a climate in which harassment is wholly unacceptable.