



AMS Care

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.

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 (please see above table on section D for lawful basis) 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.

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 data protection compliance officer.

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:

SALONI CHOTAI

2 Ambassador House

Wolseley Road

Harrow

Middlesex

HA3 5RT

Telephone: 02088616000

Facsimile: 02088633075

AMS CARE - APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR:		
PLEASE TICK THE CARE HOME YOU ARE APPLYING TO		
BASSETT HOUSE – ROYAL WOOTTON BASSETT		<input type="checkbox"/>
GIFFORD HOUSE – BASILDON		<input type="checkbox"/>
SURNAME	PREVIOUS SURNAME	PLEASE ATTACH PHOTOGRAPH
FORENAMES		
ADDRESS		
POSTCODE		
HOME TELEPHONE		
MOBILE TELEPHONE		
EMAIL		
DATE OF BIRTH		NI NUMBER
MARITAL STATUS		DEPENDANTS
ARE THERE ANY RESTRICTIONS ON YOU TAKING UP EMPLOYMENT IN THE UK		DO YOU HOLD A PASSPORT?
DO YOU HOLD A WORK PERMIT?		EXPIRY DATE OF WORK PERMIT
PIN NUMBER		EXPIRY DATE OF PIN NUMBER
NEXT OF KIN NAME		RELATIONSHIP TO NEXT OF KIN
ADDRESS:		
TELEPHONE:		
OTHER EMPLOYMENT - Please note any other employment you would continue with if you were successful in obtaining this position.		
LEISURE - Please note here your leisure interests, sports and hobbies or other pastimes.		

PROFESSIONAL QUALIFICATIONS				
Qualifications gained	Name of school, college / training centre	From	To	
TRAINING				
Course title	Tutored by	Number of days	Year attended	Qualifications / certificates
PROFESSIONAL BODIES				
Name of body	Type of membership Date joined	Qualifications	Certificates	
CURRENT / LAST JOB				
Name and address of employer	From	To	Position held	

How many sick days have you had in the last two years? Please list all absences and the reasons for such absences in the last two years.

Reasons for leaving current/last employment

EMPLOYMENT HISTORY (Please complete in full using a separate sheet if necessary, starting with your most recent employment and give reasons for any gaps in employment)

Name and address of employer	Dates From to	Nature of business, job title & duties	Position held & brief description	Reason for leaving	Salary on leaving

REFERENCES

Please provide details of three referees who can provide information relating to your competency in a caring role, one of whom must be your present or most recent employer (referees for qualified Nurses must be professionals). If you are a student, please give an academic referee. If you are applying for a post, which requires unsupervised access to vulnerable adults, we reserve the right to approach any past employer for a reference.

Please indicate your permission to uptake: Yes / No

Name:	Name:	Name:
Name of company:	Name of company:	Name of company:
Position in company:	Position in company:	Position in company:
Address:	Address:	Address:
Postcode:	Postcode:	Postcode:
Email:	Email:	Email:
Telephone number:	Telephone number:	Telephone number:

CAUTIONS, REHABILITATION AND CRIMINAL RECORDS

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken in to account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

In addition, you are required to submit to a Disclosure and Barring Service check. Any standard or enhanced disclosure made by the DBS will remain strictly confidential.

Have you ever been convicted in a Court of Law and/ or cautioned in respect of any offence or served with a community service order or ASBO? (Delete as required)	YES	NO
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Recruitment of ex-offenders:-

Having a criminal record will not necessarily bar any applicant from working at AMS Care. However, because it is our duty to protect the vulnerable adults in our care we will not consider employing anyone within the following convictions:-

- * Any conviction for Abuse of any person resident in a care setting
- * Any convictions for a sexual offence

Serious consideration will also be given before employing anyone with

- * Any conviction for which a person has been sentenced to 10 years or more imprisonment
- * Any conviction involving the supplying or using of class A drugs

SPECIAL REQUIREMENTS (CARE SECTOR)

Because this position involves the care of vulnerable adults, employment is dependent on the following:

- 1) Your written consent to obtaining a standard/ enhanced disclosure certificate from the Disclosure and Barring Service or an approved umbrella body.
- 2) Such disclosure being acceptable to us.
- 3) Proof of identity – birth or marriage certificate (where appropriate) and passport (if available).
- 4) Three satisfactory written references.
- 5) That you will supply a photograph of yourself for retention in your records.
- 6) Evidence of physical or mental suitability for your work by the Company obtaining a medical report from your G.P.

GENERAL COMMENTS

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as specified in the job description)

HEALTH DETAILS

<p>Do you have a physical or mental impairment which has a substantial and long term effect on your ability to carry out day to day activities? Yes/ No</p> <p>Please specify any special arrangements for work associated with any impairment.</p> <p>Please specify any special arrangements you will need to attend an interview.</p>
<p>Please list any diseases, disorders, allergies, muscular or musculoskeletal injuries from which you have suffered or do suffer.</p>
<p>Please detail any form of medicine, drugs or treatment you are currently/ or regularly receiving.</p>

DECLARATION (Please read carefully before signing this application)

1. 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.
2. Should we require further information and wish to contact your Doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your Doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that my previous employers may be approached for references. I also agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a standard or enhanced (as appropriate) disclosure. 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.

Signed Dated

Print Name

MEDICAL QUESTIONNAIRE - (Strictly private and confidential)

If the answer is yes to any of the questions on this form, please give full details in the space provided and the dates, duration and outcome of the illness or condition. If we have any concerns about your fitness for work, employment will be subject to satisfactory medical reports.

Have you ever had:	* delete as applicable	Additional information to "Yes" response
Tuberculosis, asthma, bronchitis or chest problems?	* Yes/No	
Chest pain, heart condition or raised blood pressure?	* Yes/No	
Blackouts, fits or attacks of giddiness?	* Yes/No	
Depression, mental illness or nervous breakdown?	* Yes/No	
Rheumatism or arthritis?	* Yes/No	
Back trouble?	* Yes/No	
Typhoid, paratyphoid or other gland trouble?	* Yes/No	
Digestive or bowel disease?	* Yes/No	

Diabetes, thyroid or other gland trouble?	* Yes/No	
Bladder or kidney trouble?	* Yes/No	
Dermatitis or skin trouble?	* Yes/No	
Varicose Veins?	* Yes/No	
Any other accident, operation or illness?	* Yes/No	
Have you any reason to believe you may be infected with any communicable disease?	* Yes/No	
Any other current or recent medical condition or treatment which might affect your attendance or performance at work?	* Yes/No	
Do you intend to work night duties on a regular basis?	* Yes/No	
Any illness or medical condition that prevented you from attending work on your normal duties or activities for more than one week during the past year?	* Yes/No	
Any physical impairments, including defect of sight or hearing? If yes, please specify any special needs in relation to your disability.	* Yes/No	
Do you smoke? If so, how many per day?	* Yes/No	
How many units of alcohol do you drink per week?	_____ (one unit = ½ pint beer = 1 glass wine = 1 single whisky)	

Have you ever been colonised MRSA positive?	YES	NO
Have you ever had Hepatitis B?	YES	NO
Have you been immunised against Hepatitis B? (This is available through your GP and is advisable for your own Protection)	YES	NO

Please sign if you chose not to have the immunisation:

Have you ever been admitted to hospital?	YES	NO
Give details:		

Name and address of your GP

I have read and understood the above questions and certify that to the best of my knowledge the answers are correct

SIGNED:

DATE:

EQUAL OPPORTUNITIES MONITORING

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and are encouraged to progress within the organisation.

We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

I would describe my ethnic group and sex as: (please tick one box for your ethnic group and one box for your sex)

A) White

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> English | <input type="checkbox"/> Scottish |
| <input type="checkbox"/> Welsh | <input type="checkbox"/> Irish |
| <input type="checkbox"/> Any other white background, please specify | |

B) Mixed

- | | |
|---|--|
| <input type="checkbox"/> White & Black Caribbean | <input type="checkbox"/> White & Black African |
| <input type="checkbox"/> White and Asian | |
| <input type="checkbox"/> Any other mixed background, please specify | |

C) Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Bangladeshi | |
| <input type="checkbox"/> Any other Asian background, please specify | |

D) Black, Black British, Black English, Black Scottish or Black Welsh

- | | |
|---|----------------------------------|
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> African |
| <input type="checkbox"/> Any other Black background, please specify | |

E) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group

- | | |
|---|--|
| <input type="checkbox"/> Chinese | |
| <input type="checkbox"/> Any other background, please specify | |

F) Sex

- | | |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
|-------------------------------|---------------------------------|

Name: **Signed**

Date: **Job Title**

BANK DETAILS

(PLEASE COMPLETE AND RETAIN – THIS WILL BE REQUIRED ON COMMENCEMENT OF EMPLOYMENT)

Bank Name	
Address	
Account name	
Account sort code	
Account number	
Building Society reference number	

PLEASE RETURN THE COMPLETED FORM TO EITHER

**HEAD OFFICE
AMS CARE
2 AMBASSADOR HOUSE
WOLSELEY ROAD
HARROW
MIDDLESEX
HA3 5RT**

EMAIL – info@amscare.co.uk

**BASSETT HOUSE CARE HOME
CLOATLEY CRESCENT
OFF STATION ROAD
ROYAL WOOTTON BASSETT
WILTSHIRE
SN4 7FJ**

EMAIL – bassetthouse@amscare.co.uk

**GIFFORD HOUSE CARE HOME
LONDON ROAD
BOWERS GIFFORD
BASILDON
ESSEX
SS13 2EY**

EMAIL – giffordhouse@amscare.co.uk

THANK YOU