

Thank you for showing an interest in a future with Humbercare LTD.

### **A bit about us.....**

Originally Humbercare began in 1989 working in partnership with the Probation services to support individuals in the community and help to prevent re-offending. Humbercare has developed as an organisation and we now provide accessible housing in the community, develop services to address homelessness and deliver housing related support services along with services specific to young people.

We believe that all people should have the opportunity to realise their full potential, improve skills and optimise their life chances.

Humbercare work in partnership with many voluntary and not-for-profit organisations and a number of statutory agencies, as well as the following local authorities: Kingston upon Hull, East Riding of Yorkshire and North Lincolnshire.

### **So why come and work for us?**

- We are an accredited Investors in People and Matrix Employer
- We are a caring organisation that recognises you as an individual
- We are registered with the Care Quality Commission and deliver services to a “Good” rating
- We offer an extensive training programme including a core induction training package, the Care Certificate and access to a Diploma relevant to your role i.e. Health and Social Care Level 2 or 3, Team Leader, Level 5 in Management
- We offer an 8% Pension Scheme following completion of 2 years’ service
- We offer an attractive annual leave entitlement
- We offer membership to a private health scheme
- We offer an essential car user and travel allowance
- We offer company sick pay following completion of 2 years’ service
- We actively promote succession planning within the organisation and have an aspiring practitioner scheme so employees have opportunity to progress
- We are a family friendly employer

We wish you luck with the application and interview process.

**[www.humbercare.org.uk](http://www.humbercare.org.uk)**

 **[www.facebook.com/humbercare](https://www.facebook.com/humbercare)**

**PLEASE RETURN APPLICATION FORMS to [info@humbercare.org.uk](mailto:info@humbercare.org.uk) or**

**81 Beverley Road, Hull. HU3 1XR.**

## GDPR PRIVACY NOTICE FOR JOB APPLICANTS

Data controller (“Humbercare”): Humbercare Ltd, 81 Beverley Road, Hull, HU3 1XR.  
Controller’s representative Mrs J A Tribe, 01482586633  
Data protection officer Mrs K Davies-Smith, 01482586633

### ***Introduction***

As part of any recruitment process, Humbercare collects and processes personal information, or personal data, relating to job applicants. This personal information may be held by Humbercare on paper or in electronic format.

Humbercare is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018. The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information during the recruitment process. We are required under the GDPR to notify you of the information contained in this privacy notice.

This privacy notice applies to all job applicants, whether they apply for a role directly or indirectly through an employment agency. It is non-contractual.

Humbercare has appointed a [data protection officer] [data compliance manager] to oversee compliance with this privacy notice. If you have any questions about this privacy notice or about how we handle your personal information, please contact Mrs Karen Davies-Smith, 81 Beverley Road, Hull, HU3 1XR, Telephone 01482 586633, Karen.Davies-Smith@humbercare.org.uk.

### ***Data protection principles***

Under the GDPR, there are six data protection principles that Humbercare must comply with. These provide that the personal information we hold about you must be:

1. Processed lawfully, fairly and in a transparent manner.
2. Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to those purposes.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits your identification for no longer than is necessary for those purposes.
6. Processed in a way that ensures appropriate security of the data.

Humbercare is responsible for, and must be able to demonstrate compliance with, these principles. This is called accountability.

### ***What types of personal information do we collect about you?***

Personal information is any information about an individual from which that person can be directly or indirectly identified. It doesn’t include anonymised data, i.e. where all identifying particulars have been removed. There are also “special categories” of personal information, and personal information on criminal convictions and offences, which requires a higher level of protection because it is of a more sensitive nature. The special categories of personal information comprise information about an individual’s racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic and biometric data.

Humbercare collects, uses and processes a range of personal information about you during the recruitment process. This includes (as applicable):

- your contact details, including your name, address, telephone number and personal e-mail address\*
- personal information included in a CV, any application form, cover letter or interview notes\*
- references\*
- information about your right to work in the UK and copies of proof of right to work documentation\*
- copies of qualification certificates\*
- copy of driving licence\*
- other background check documentation\*
- details of your skills, qualifications, experience and work history with previous employers\*
- information about your current salary level, including benefits and pension entitlements\*
- your professional memberships\*
- *DBS application form/certificate.*

Humbercare may also collect, use and process the following special categories of your personal information during the recruitment process (as applicable):

- whether or not you have a disability for which Humbercare needs to make reasonable adjustments during the recruitment process\*
- information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation\*
- information about criminal convictions and offences.\*

### ***How do we collect your personal information?***

Humbercare collects personal information about you during the recruitment process either directly from you or sometimes from a third party such as an employment agency. We may also collect personal information from other external third parties, such as references from current and former employers, information from background check providers, information from credit reference agencies and criminal record checks from the Disclosure and Barring Service (DBS). Other than employment agencies, Humbercare will only seek personal information from third parties during the recruitment process once an offer of employment or engagement has been made to you and we will inform you that we are doing so.

You are under no statutory or contractual obligation to provide personal information to Humbercare during the recruitment process.

Your personal information may be stored in different places, including on your application record, in Humbercare's HR management system and in other IT systems, such as the e-mail system.

### ***Why and how do we use your personal information?***

We will only use your personal information when the law allows us to. These are known as the legal bases for processing. We will use your personal information in one or more of the following circumstances:

- where we need to do so to take steps at your request prior to entering into a contract with you, or to enter into a contract with you (1)
- where we need to comply with a legal obligation (2)
- where it is necessary for our legitimate interests (or those of a third party), and your interests

or your fundamental rights and freedoms do not override our interests (3).

We need all the types of personal information listed under “*What types of personal information do we collect about you?*” primarily to enable us to take steps at your request to enter into a contract with you, or to enter into a contract with you (1), and to enable us to comply with our legal obligations (2). In some cases, we may also use your personal information where it is necessary to pursue our legitimate interests (or those of a third party), provided that your interests or your fundamental rights and freedoms do not override our interests (3). Our legitimate interests include: pursuing our business by employing employees, workers and contractors; managing the recruitment process; conducting due diligence on prospective staff and performing effective internal administration. We have indicated, by using (1), (2) or (3) next to each type of personal information listed above, what lawful basis we are relying on to process that particular type of personal information.

The purposes for which we are processing, or will process, your personal information are to:

- manage the recruitment process and assess your suitability for employment or engagement\*
- decide to whom to offer a job\*
- comply with statutory and/or regulatory requirements and obligations, e.g. checking your right to work in the UK\*
- comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations\*
- ensure compliance with your statutory rights\*
- ensure effective HR, personnel management and business administration\*
- monitor equal opportunities\*
- enable us to establish, exercise or defend possible legal claims\*
- *Ensure that there are no safeguarding issues with regard to your recruitment.*

Please note that we may process your personal information without your consent, in compliance with these rules, where this is required or permitted by law.

### ***What if you fail to provide personal information?***

If you fail to provide certain personal information when requested, we may not be able to process your job application properly or at all, we may not be able to enter into a contract with you, or we may be prevented from complying with our legal obligations. You may also be unable to exercise your statutory rights.

### ***Why and how do we use your sensitive personal information?***

We will only collect and use your sensitive personal information, which includes special categories of personal information and information about criminal convictions and offences, when the law additionally allows us to.

Some special categories of personal information, i.e. information about your health, and information about criminal convictions and offences, is also processed so that we can perform or exercise our obligations or rights under employment law and in line with our data protection policy.

We may also process information about your health and information about any criminal convictions and offences where we have your explicit written consent. In this case, we will first provide you with full details of the personal information we would like and the reason we need it, so that you can properly consider whether you wish to consent or not. It is entirely your

choice whether to consent. Your consent can be withdrawn at any time.

The purposes for which we are processing, or will process, health information and information about any criminal convictions and offences, are to:

- assess your suitability for employment or engagement\*
- comply with statutory and/or regulatory requirements and obligations, e.g. carrying out criminal record checks\*
- comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations\*
- ensure compliance with your statutory rights\*
- ascertain your fitness to work\*
- ensure effective HR, personnel management and business administration\*
- monitor equal opportunities\*

Where Humbercare processes other special categories of personal information, i.e. information about your racial or ethnic origin, religious or philosophical beliefs and sexual orientation, this is done only for the purpose of equal opportunities monitoring in recruitment and in line with our data protection policy. Personal information that Humbercare uses for these purposes is either anonymised or is collected with your explicit written consent, which can be withdrawn at any time. It is entirely your choice whether to provide such personal information.

We may also occasionally use your special categories of personal information, and information about any criminal convictions and offences, where it is needed for the establishment, exercise or defence of legal claims.

### ***Change of purpose***

We will only use your personal information for the purposes for which we collected it, i.e. for the recruitment exercise for which you have applied.

However, if your job application is unsuccessful, Humbercare may wish to keep your personal information on file for in case there are future suitable employment opportunities with us. We will ask for your consent before we keep your personal information on file for this purpose. Your consent can be withdrawn at any time.

### ***Who has access to your personal information?***

Your personal information may be shared internally within Humbercare for the purposes of the recruitment exercise, including with members of the HR department, members of the recruitment team, managers in the department which has the vacancy and IT staff if access to your personal information is necessary for the performance of their roles.

Humbercare will not share your personal information with third parties during the recruitment process unless your job application is successful and we make you an offer of employment or engagement. At that stage, we may also share your personal information with third parties (and their designated agents), including:

- external organisations for the purposes of conducting pre-employment reference and employment background checks
- the DBS, to obtain a criminal record check
- former employers, to obtain references
- professional advisors, such as lawyers.

- We may also need to share your personal information with a regulator or to otherwise comply with the law.

We may share your personal information with third parties where it is necessary to steps at your request to enter into a contract with you, or to enter into a contract with you, where we need to comply with a legal obligation, or where it is necessary for our legitimate interests (or those of a third party).

### ***How does Humbercare protect your personal information?***

Humbercare has put in place measures to protect the security of your personal information. It has internal policies, procedures and controls in place to try and prevent your personal information from being accidentally lost or destroyed, altered, disclosed or used or accessed in an unauthorised way. In addition, we limit access to your personal information to those employees, workers, agents, contractors and other third parties who have a business need to know in order to perform their job duties and responsibilities. You can obtain further information about these measures from our data protection officer.

Where your personal information is shared with third parties, we require all third parties to take appropriate technical and organisational security measures to protect your personal information and to treat it subject to a duty of confidentiality and in accordance with data protection law. We only allow them to process your personal information for specified purposes and in accordance with our written instructions and we do not allow them to use your personal information for their own purposes.

Humbercare also has in place procedures to deal with a suspected data security breach and we will notify the Information Commissioner's Office (or any other applicable supervisory authority or regulator) and you of a suspected breach where we are legally required to do so.

### ***For how long does Humbercare keep your personal information?***

Humbercare will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected and processed.

If your application for employment or engagement is unsuccessful, Humbercare will generally hold your personal information for six months after the end of the relevant recruitment exercise but this is subject to: (a) any minimum statutory or other legal, tax, health and safety, reporting or accounting requirements for particular data or records, and (b) the retention of some types of personal information for up to [six years] to protect against legal risk, e.g. if they could be relevant to a possible legal claim in a tribunal, County Court or High Court. If you have consented to Humbercare keeping your personal information on file for in case there are future suitable employment opportunities with us, Humbercare will hold your personal information for a further six months after the end of the relevant recruitment exercise, or until you withdraw your consent if earlier.

If your application for employment or engagement is successful, personal information gathered during the recruitment process will be retained for the duration of your employment or engagement and in accordance with the privacy notice for employees, workers and contractors.

Personal information which is no longer to be retained will be securely and effectively destroyed or permanently erased from our IT systems and we will also require third parties to destroy or erase such personal information where applicable.

In some circumstances we may anonymise your personal information so that it no longer permits your identification. In this case, we may retain such information for a longer period.

### ***Your rights in connection with your personal information***

As a data subject, you have a number of statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
- request rectification of your personal information - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected
- restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
- object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground
- data portability - this gives you the right to request the transfer of your personal information to another party so that you can reuse it across different services for your own purposes.

If you wish to exercise any of these rights, please contact our data protection officer. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

In the limited circumstances where you have provided your consent to the processing of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. This will not, however, affect the lawfulness of processing based on your consent before its withdrawal. If you wish to withdraw your consent, please contact our data protection. Once we have received notification that you have withdrawn your consent, we will no longer process your personal information for the purpose you originally agreed to, unless we have another legal basis for processing.

If you believe that Humbercare has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office (ICO) at any time. The ICO is the UK supervisory authority for data protection issues.

### ***Transferring personal information outside the European Economic Area***

Humbercare will not transfer your personal information to countries outside the European Economic Area

### ***Automated decision making***

Automated decision making occurs when an electronic system uses your personal information to make a decision without human intervention.

We do not envisage that any recruitment decisions will be taken about you based solely on automated decision-making, including profiling.

***Changes to this privacy notice***

Humbercare reserves the right to update or amend this privacy notice at any time. We will issue you with a new privacy notice when we make significant updates or amendments. We may also notify you about the processing of your personal information in other ways.

***Contact***

If you have any questions about this privacy notice or how we handle your personal information, please contact our data protection officer. Mrs Karen Davies-Smith, 81 Beverley Road, Hull, HU3 1XR, Telephone 01482 586633, Karen.Davies-Smith@humbercare.org.uk.

I acknowledge receipt of this privacy notice and I confirm that I have read and understood it.

Signed: .....

Print name: .....

Dated: .....

**THIS DOCUMENT MUST BE SIGNED AND DATED AND SENT WITH YOUR APPLICATION OTHERWISE WE ARE UNABLE TO PROCESS YOUR APPLICATION.**

## INDIVIDUAL APPLICANT PACK

### APPLICATION FORM

Humbercare Ltd, 81 Beverley Road. Hull. East Riding of Yorkshire. HU3 13XR.  
Telephone 01482 586633. Email address: info@humbercare.org.uk

**The recruitment process within this organisation has a minimum of two stages.**  
The completion of this application form is part of stage one. This application will be reviewed and a decision made as to whether to proceed to stage two, the interview, based on this information – incomplete application forms will not proceed to stage two.

PLEASE COMPLETE FULLY AND IN CAPITALS.

<b>Position applied for: PLEASE COMPLETE</b>	
<b>How did you find out about this job</b>	Indeed/Facebook/ word of mouth (please ring whichever is correct).
<b>Surname:</b>	<b>First name(s):</b>
<b>Current address:</b>	<b>Post Code:</b>
<b>Email:</b>	
<b>Telephone number (home)</b>	<b>Telephone number (mobile)</b>
<b>Own Transport (yes/no):</b> <b>How long has your licence been held?</b>	<b>Clean Current driving licence:</b> <b>Please provide any Endorsement details.</b>

**EDUCATION**

School/College/University	Examinations Passed/Qualifications gained
	<b><i>(Please supply certificates at interview)</i></b>

**TRAINING HISTORY/PROFESSIONAL STATUS**

Date of Graduation/Qualification	Location/Details	Notes
	<b><i>(Please supply copies of certificates/membership details)</i></b>	

**SHORT COURSES ATTENDED**

Subjects	Location

## EMPLOYMENT HISTORY

Current/most recent first. **Information MUST cover the whole of your working life to date.** State the reasons for any breaks in employment.  
Use a separate attached sheet if required; please sign that sheet(s).

<b>Name and address of your most recent/last employer:</b>	
Nature of Business	
Position held and reason for leaving:	
Salary / Rate:	
Date started:	
Date & Reason Left:	
<b>Name and address of Employer prior to the employer listed above:</b>	
Nature of Business	
Position held and reason for leaving:	
Salary / Rate:	
Date started:	
Date & Reason Left:	
<b>Name and address of Employer prior to the employer listed above:</b>	
Nature of Business	
Position held and reason for leaving:	
Salary / Rate:	
Date started:	
Date & Reason Left:	

<b>Name and address of Employer prior to the employer listed above:</b>	
Nature of Business	
Position held and reason for leaving:	
Salary / Rate:	
Date started:	
Date & Reason Left:	
<b>Name and address of Employer prior to the employer listed above:</b>	
Nature of Business	
Position held and reason for leaving:	
Salary / Rate:	
Date started:	
Date & Reason Left:	
<b>Name and address of Employer prior to the employer listed above:</b>	
Nature of Business	
Position held and reason for leaving:	
Salary / Rate:	
Date started:	
Date & Reason Left:	

**For any other roles please use additional sheet:**

**Gaps in employment – must be completed.**

<b>Date From</b>	<b>Date To</b>	<b>Reason</b>

**For official use: Gaps in employment checked by:**

**NAME:**

**Signed:**

**PLEASE GIVE DETAILS OF RELEVANT EXPERIENCE THE POST.**

This may be taken from the work situation, voluntary work, charity or your own home. Please use separate sheet if insufficient space is available. (it is important that you complete this information).

## ASSISTANCE WITH INTERVIEW AND ASSESSMENT

<p>Do you require us to make any special arrangements in order for you to participate in the recruitment process? For example, large print forms? Or additional time to complete forms?</p> <p style="text-align: center;">Yes / No</p>	
<p style="text-align: center;">If yes, please give details:</p>          	
<p style="text-align: center;">Any offer of employment may be made subject to a satisfactory medical report.</p>	

## CAPACITY TO WORK IN THE UK

<p>Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?</p>	<p>Yes / No (<i>delete as appropriate</i>)</p>
<p>If yes, please provide details.</p>          	
<p>If you are successful in the application, would you require a work permit prior to taking up employment?</p>	<p>Yes / No (<i>delete as appropriate</i>)</p>

**Note: Minimum age** legislation dictates that support workers in general must be 16 years old or older. Please inform your interviewer immediately if you do not meet these specifications.

**RELATIONS OF HUMBERCARE STAFF, MANAGEMENT COMMITTEE MEMBERS & FUNDERS**

Does you or anyone in your household, or do any of your close relatives, or friends work for Humbercare or our funders, or are part of our Management Committee. Yes/No.

If Yes please complete the following details.

Failure to disclose this information will be seen as a conflict of interest.

THEIR NAME	RELATIONSHIP TO YOU	DO THEY WORK FOR HUMBERCARE?	DO THEY WORK FOR OUR FUNDERS? (In what capacity?).	ARE THEY ON OUR COMMITTEE

**REFERENCES CONSENT FORM**

You must provide references from your two most recent employers. Please provide an additional character referee. All will be contacted, therefore please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

I hereby consent to Humbercare (“the Company”) approaching the referees whose name and relevant contact details I have set out below in order to obtain references about me for the purpose of assessing my suitability for employment with the Company. I authorise the Company to obtain either written and/or verbal references from my named referees, and this includes both references from previous employers and non-work related personal references.

I agree that the Company may engage the services of an external checking and vetting service in order to carry out reference checks on its behalf.

Name of job applicant: .....

Signed: .....

Date: .....

## REFEREE DETAILS

work referee – current or most recent employer	
<b>Name</b>	
<b>Job title (<i>if applicable</i>)</b>	
<b>Company (<i>if applicable</i>)</b>	
<b>Address</b>	
<b>Email:</b>	
<b>Phone number</b>	
<b>Relationship to you, e.g. previous employer, university lecturer, etc.</b>	

work referee previous employer to the above	
<b>Name</b>	
<b>Job title (<i>if applicable</i>)</b>	
<b>Company (<i>if applicable</i>)</b>	
<b>Address</b>	
<b>Email:</b>	
<b>Phone number</b>	
<b>Relationship to you, e.g. previous employer, university lecturer, etc.</b>	

PLEASE DO NOT ASK A FAMILY MEMBER TO COMPLETE THIS FOR YOU

<b>Character Reference</b>	
<b>Name</b>	
<b>Job title (<i>if applicable</i>)</b>	
<b>Company (<i>if applicable</i>)</b>	
<b>Address</b>	
<b>Email:</b>	
<b>Phone number</b>	
<b>Relationship to you.</b>	

## CRIMINAL RECORD

Workers of The Service are subject to the Health and Social Care Act 2008, and will be subject to a Police Record Check through the DBS. Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warnings and cautions.

You will not be eligible for work in a support setting if you are on the DBS Registers' Children's Barred List, DBS Adults Barred List or the list under Section 142 of the Education Act.

**Please declare all criminal convictions, whether spent or not, charges, whether proceeded with or not, and warnings and cautions in the space provided below. (IF FURTHER SPACE REQUIRED PLEASE ADD ANOTHER SHEET OF PAPER AND SIGN AND DATE IT).**

### **SIGNATURE and DECLARATION – IMPORTANT – READ BEFORE SIGNING**

**I declare that to the best of my knowledge and belief the information given by me in this application is true, and I understand that the above information forms the basis of my contract of employment. I understand that if any of the information supplied by me is found to be falsely declared, my contract may have been fundamentally breached and my employment may be terminated immediately.**

**I understand that the offer of a post is subject to a suitable DBS and criminal status certificate, and receipt of two satisfactory references, one of which must be from my previous employer. I understand that until a satisfactory response is received from the DBS, and my employment is confirmed, I will be supervised at all times at work, and will not seek or have unsupervised access to vulnerable people. If the post I have applied for is as a Registered Nurse, my confirmation of employment will also be subject to a satisfactory search of the Nursing and Midwifery Council records and registers. By my signature, I authorise the organisation to request a DBS Register check and a criminal records check from the DBS, on initial employment and at any time during my employment thereafter. I undertake to inform my employer immediately if my DBS Register status or criminal status changes at any time during my employment, such as by being charged with an offence (other than motoring offences), the administering of a warning, criminal conviction, referral to any register of barred support workers, or withdrawal of any registration required by my employment status.**

**Signed:**

**Date:** \_\_\_\_\_

Please complete form fully (do not attach CV's), by the advertised closing date.

**(Incomplete and late forms will not be considered).**

Return to the address on first page of the application form. Alternatively you may email your completed application form to: [info@humbercare.org.uk](mailto:info@humbercare.org.uk)

**FOR OFFICE USE ONLY**

Application form evaluated by:

Date:

ACTION

GDPR PRIVACY NOTICE COMPLETED	YES	NO	
		(If no cannot process further)	

SHORTLIST	REJECT		
INTERVIEW	REJECT		
JOB OFFER	REJECT		HOLD

DBS & ID COMPLETED:

EQUAL OPS FORM HANDED TO INTERVIEWEE