Work Placement Application Form

Please email your completed application form to rachel@futurewolverton.org
You can get someone else to help you fill in this form.
You don't have to fill in all of the boxes.
If you would like to talk the answers through with someone rather than writing them, please contact Rachel (rachel@futurewolverton.org).

The Old School **Old Wolverton Road, Old Wolverton, Milton Keynes, MK12 5NH** **Tel: 01908 321898**	
Making Tracks contact details	**Rachel Sutton, Work Placement Coach** **rachel@futurewolverton.org** **Tel: 07832959205**

PERSONAL DETAILS	
First Name	
Surname/Family Name	
What name do you prefer being called by?	
Your Date of Birth	
Your Address	
Your Mobile Phone number	
Your Email address	

What would be your preferred method for us to contact you?
We will always try to use this method first. Please put a tick in the ones you would prefer.

Your mobile	☐	What's App message	☐	Video call	☐
Your Email	☐	Text message	☐	Messenger (Facebook)	☐

If there is someone else who you would like us to keep in touch with regarding your work placement, please put their name and contact details here. They can accompany you on familiarisation visits as well.	

1. Which pathways are you interested in?			
Gardening and The Natural Environment	☐	Arts, Film and Photography	☐
Hospitality and Events	☐	Try-It	☐
Woodwork, Design and Maintain	☐	Moving On	☐

2. What interests and hobbies do you have?
List them here

3. What would you say you were good at or enjoy doing?
For example, making things, working with computers

4. What job would you like to do if you could pick any job?

5. Have you done any volunteering in the past? YES ◯ NO ◯

If the answer is yes:
Who did you volunteer for?

When was it? to

Make a brief list of what you did.

6. Have you had a paid job before?	YES ◯ NO ◯

If the answer is yes:
Who was your employer?

When was it? to

Make a brief list of what you did.

7. Do you have any formal qualifications? E.g. GCSE, BTEC, Apprenticeship?	YES ◯ NO ◯

If the answer is yes, please list them here.

8. Do you consider yourself as having a disability and/or a learning difficulty or a Special Education Need?	YES ◯ NO ◯

Please write a bit more about your disabilities or special needs in this box.
Please also write down how we can help you get the most out of your work placement. (For example, a quiet space to go when you need it, adaptions with computer equipment.)

The following would help us with our **Equality monitoring**. If you prefer not to say that is ok.

How would you best describe your ethnicity?	
What gender do you identify as?	

Future Wolverton Employee Privacy Policy

At Future Wolverton we respect your privacy and take great care with personal information we hold about you. This policy sets out how we collect and handle information about you when you apply for a job or work with Future Wolverton.

Who we are

Future Wolverton is a Registered Society under the Co-operative and Community Benefit Societies Act 2014, registered number 32016R.

Your rights under data protection laws

Under data protection laws, you have a number of rights relating to data protection which can be found on the Information Commissioner's Office website: https://ico.org.uk/for-the-public/personal-information/.

How to get in touch with us

You can get in touch about personal information we hold about you or exercise any of your rights by:

- email: info@futurewolverton.org
- writing to Future Wolverton Limited, The Old School, Old Wolverton Road, Old Wolverton, Milton Keynes, MK12 5NH.

If necessary, please include any details that will enable us to identify you. We may ask you to provide us with proof of identity before any action is taken or information is disclosed to avoid disclosing information to an imposter. Sometimes, these rights are subject to certain conditions and limitations.

If you are unhappy with our response to a data request you have made, you may contact the Information Commissioner's Office https://ico.org.uk/for-the-public/personal-information/.

How we collect information about you

We collect information when you complete an application form to work for us. If you begin employment with us, we will put together a file about your employment. We keep the information in this file secure, and will only use it for matters that apply directly to your employment.

Future Wolverton wants to ensure that your personal data is accurate and up-to-date, therefore it is important that you inform us of any changes.

What information we process about you

The sort of personal information we hold about you usually includes: your application form and references; your contract of employment and any amendments to it; correspondence with or about you, for example letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary; information needed for payroll, benefits and expenses purposes; contact and

emergency contact details; records of holiday, sickness and other absence; information needed for equal opportunities monitoring; and records relating to your career history, such as training records,

appraisals, other performance measures, attendance and, where appropriate, disciplinary and grievance records.

Looking after your information

We use strict procedures and security features to try to protect your information and prevent unauthorised access.

For the administration of your employment and to comply with certain statutory obligations, we store your personal information in paper and electronic form using modern up-to-date cloud-based software.

As a small organisation, we have chosen to use trusted outsourced online services where this will provide a more secure, efficient service to process information about you. These outsourced services include: the provision of email services and data storage.

Sometimes we will pass information about you to third parties, where we are legally obliged to do so or where we need to comply with our contractual duties to you. For example, we would confirm the dates and nature of your employment here to a prospective employer. We provide information to your provider if you join a pension scheme. We will share information with other parties who may be responsible for part or all of your employment, for example, processing payroll information. We will share information with HMRC for UK taxation purposes.

How we use your personal data and the legal bases

We use your personal data to administer payroll, pensions, training and appraisal, monitor equal opportunities, employ you and manage your access to various services such as our computer systems, in order to fulfil the contract between you and us. In addition, we are legally obliged to collect, retain and disclose certain information about you, for example to ensure you pay the correct rate of taxation, to fulfil our statutory reporting duties and comply with other obligations.

We may also use special category personal data, such as ethnicity, disability and sexual orientation data to monitor and promote equality and diversity at Future Wolverton should you choose to disclose this information. The legal basis for this is your explicit consent, which you are free to withdraw at any time.

Specific purposes include:

IT Facilities

Names of employees of Future Wolverton are included on the Future Wolverton website. We may monitor the use of computer and telephone facilities for purposes such as preventing and detecting criminal acts, investigating unauthorised use, making sure that policies are being followed and for training and quality control. Your work email address and contact details may be shared with third parties in connection with work/business activities.

Health

Where necessary, we may keep information relating to your health, which could include reasons for absence and GP reports and notes. This information will be used in order to comply with our health and safety and occupational health obligations – to consider how your health affects your ability to do your job and whether any adjustments to your job might be appropriate. We will also need this data to administer and manage any sick pay.

How long your personal data is kept

We will keep your personal information only for as long as it is reasonable to do so or in accordance with our legal obligations. If you leave Future Wolverton's employment, your personnel file is kept for six years from the date you leave. If you were a member of a pension scheme, some information will be kept longer to allow payment of a pension.

If you are unsuccessful in your job application, we will hold your personal information for twelve months after we've finished recruiting the post you applied for. After this date we will destroy or delete your information.

Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal information, we will promptly assess the risk to your rights and freedoms and if appropriate report this breach to the ICO (more information on the ICO website).

Changes to this policy

If we make any changes to this Privacy Policy that affect you, we will notify you by email.