

# Application Form

Please complete the following application form and submit to GET via the website, alternatively you can post or hand deliver your completed form to the address below.

If you would prefer to discuss GET's services before completing an application form please either email **info@get.org.gg** or call the office on **01481 247999**. Our office is open Monday to Thursday between 8.30am-5.00pm and Friday 8.30am - 4.30pm.

We aim to ensure that people have equal access to GET services. If you need assistance with completing the application form, need alternative formats, have requests regarding the initial meeting format or venue, need assistance with getting to the venue or moving within the building, or if you have any other reasonable adjustments/special requirements then please contact Ally on 247999 or via email at [alison.oneill@get.org.gg](mailto:alison.oneill@get.org.gg). Please make your request early so that arrangements, where possible, can be made.

If you have the following documents please include them with your application or bring them to your initial meeting. Please do not send original documents, a photocopy or photo will suffice.

- **Copy of Basic Police Disclosure if you have one dated in the last 12 months**
- **Copy of your Right to Work document or a printout from Population Management**

If you do not have a copy of either of these documents, please see below on how to apply for them.

### **Basic Police Disclosure**

If you do not already possess a Basic Police Disclosure dated in the last 12 months, you will need to apply for one. GET will reimburse £20 upon presentation of your receipt.

You apply for a Basic Police Disclosure in person at the Immigration and Customs office based at the New Jetty, White Rock, between 9.00am and 3.00pm, Monday to Friday (excluding bank holidays).

You will be required to complete a form that will ask for your name, previous names, address and date and place of birth. You will also be asked to show photographic identification.

The Basic Police Disclosure will be sent to the address on the form within 4 weeks.

For further information please call the switchboard on 01481 741462 or email [vetting@guernsey.pnn.police.uk](mailto:vetting@guernsey.pnn.police.uk) and ask to speak to someone about Basic Police Disclosures.

### **Right to Work document / Population Management certificate**

This is also your Housing License. If issued prior to April 2017, this will either be a wallet sized card or A4 paper certificate.

If you were not issued with a Right to Work document prior to April 2017; you will either have or need to apply for a Population Management certificate.

To obtain a Population Management certificate please email [population@gov.gg](mailto:population@gov.gg); call **01481 715790** or visit Sir Charles Frossard House, La Charroterie, St Peter Port, Guernsey, GY1 1FH. The opening hours are 8.30am-4.30pm Monday to Friday.

### **Data Protection**

We would like to assure you that we take our responsibilities as a data controller seriously and are committed to using your personal data that we hold in accordance with the data protection law. Your privacy is important to us and it is essential that we advise you of how your data is processed. Our full privacy statement can be found on our website by visiting [www.get.org.gg/privacy-notice-for-clients](http://www.get.org.gg/privacy-notice-for-clients)

**A hard copy of the privacy statement is available on request and if required the Supported Employment Manager can meet with you to explain what it means.**

### Personal Information

Name  Like to be known as

Gender  Date of Birth

Address

Tel No  Mobile No

Email  Preferred method of contact

### Referral Source (self-referral or professional/charity/other organisation)

Name/Organisation/Self

Contact details if applicable

How did you hear about GET?

### Key worker/additional support information (eg support worker, teacher, tutor, relative, friend)

Name  Role

Contact details if applicable

### Health Professional Details

GPs Name  Surgery

Consultants name, job title and address

### About you

Please tell us about the difficulties, disabilities, health concerns, mental health needs and or disadvantages you face; and how they might impact on your ability to find and maintain employment:

### Data Protection

Please confirm that you have read, understood and agree to GET collecting and processing your personal data as outlined in GET’s privacy notice located on our website by visiting [www.get.org.gg/privacy-notice-for-clients](http://www.get.org.gg/privacy-notice-for-clients).

A hard copy of the privacy statement is available on request and if required the Supported Employment Manager can meet with you to explain what it means.

**I have read, understood and agree to GET collecting and processing my personal data**

### Authorisation

As part of supporting my application, and throughout my supported employment journey, I understand that the Guernsey Employment Trust will need to contact other relevant people, such as potential employers, medical professionals, Social Security Department, social workers and family members. I agree to share information with the Guernsey Employment Trust and other relevant individuals or organisations to help me prepare, find and maintain work in Guernsey.

**Signature**

**Date**