

**APPLICATION  
FOR THE JERSEY EMPLOYMENT TRUST  
(Supported Employment and Pre-Employment Service)**

Received on

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**Employment Service**

We are a specialised supported employment service for individuals with a disability and or long term health condition. The Service is individually tailored to meet a person's unique requirements and can vary from developing an employment action plan, interview coaching, arranging work experience or internships, to intensive one-to-one on the job support. Job retention is also an aspect of the service supporting both the individual and the employer.

**Pre – Employment Service**

The Acorn Training and Development service provides a range of Volunteering and Training opportunities for individuals with a disability or long term health condition who may need additional skills in order to actively seek employment. Opportunities such as 1:1 community volunteering placements, various group volunteering projects in a supported environment and pre-employment training programmes, all help individuals to develop their confidence and essential work skills, enabling them to progress towards their future work goals.

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- **Please give as much information as you can on this form – if you need help, please ask someone to assist to fill it in.**
  - **Once received your referral will be processed and you will be contacted in due course.**
  - **PLEASE RETURN THIS FORM TO :**

REFERRALS  
JERSEY EMPLOYMENT TRUST  
OAKFIELD BUILDING  
LA RUE DU FROID VENT  
ST SAVIOUR  
JE2 7LJ

## CLIENT DETAILS

### PERSONAL DETAILS

Gender: \_\_\_\_\_

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Parish: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Email address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

GP Name: \_\_\_\_\_

GP Tel No: \_\_\_\_\_

Emergency Contact Name & Number \_\_\_\_\_

**Entitled** (10 years or more living in Jersey) Yes

**Entitled for work** (Lived in Jersey for five consecutive years) Yes

**Registered** (Someone who lives in Jersey under five years) Yes

First Language: \_\_\_\_\_ Interpreter Required: Yes  No

Social Security Number: \_\_\_\_\_ Driving Licence: Yes  No

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### BENEFIT DETAILS

Are you in receipt of any benefits? Yes  No

If known, please tick which of the following benefits you receive:

Impairment Component \_\_\_\_\_

STIA (Short Term Incapacity Allowance)  Invalidity Benefit

LTIA (Long Term Incapacity Allowance)  Income Support

LTIA \_\_\_\_\_% Reason: \_\_\_\_\_

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**REASON FOR REFERRAL**

**Please tick which applies to you:**

- |                             |                          |                            |                          |                    |                          |
|-----------------------------|--------------------------|----------------------------|--------------------------|--------------------|--------------------------|
| Learning Disability         | <input type="checkbox"/> | Physical Difficulty        | <input type="checkbox"/> | Visual Impairment  | <input type="checkbox"/> |
| Brain Injury                | <input type="checkbox"/> | Mental health problem      | <input type="checkbox"/> | Hearing Impairment | <input type="checkbox"/> |
| Autistic Spectrum Condition | <input type="checkbox"/> | Long Term Health Condition | <input type="checkbox"/> | <b>Other</b>       | <input type="checkbox"/> |

Could you please provide more specific details regarding your disability or long-term health condition as indicated above:

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- Open Employment:      Full Time
- Part Time
- Work Retention

- Training and Development            Voluntary Work

Please explain reason for referral: \_\_\_\_\_

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Other agencies/organisations involved with client (e.g. Pain Clinic, Adult Mental Health Team, Social Services, Headway, Probation, etc):

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**Back to Work Initiatives**

- Advance Plus  Advance to Work  Work Right  Workzone

**CLIENT/REFERRER AUTHORISATION**

**Referrer**

I have provided an explanation to the client that the information we have discussed and evidenced on this application form will be provided to The Jersey Employment Trust.

**Print Name**.....

**Signature**.....

**Place of work/position**.....

**Contact number (s)** ..... **Email**.....

**Date**.....

**Client**

I understand the explanation provided by the referrer, that the information we have discussed and evidenced on this application form, will be provided to The Jersey Employment Trust. Further data gathering may need to occur regarding the following:

- My disability and long-term health issue
- Public Protection issues
- Benefit information

**I have read the privacy notice and agree to the terms of the service:**

**Client Signature** .....

**Date** .....

## **Jersey Employment Trust Privacy notice**

### **How we protect and manage your personal data**

#### **Who we are**

The Jersey Employment Trust (JET) includes Employment Services, Acorn Training and Development services. JET also has some business units, which may be used as part of a client's (service user) Training and Development – Acorn Nursery, Acorn Woodshack, Acorn Re-use. JET has nominated Data Protection Officers. These Data Protection Officers are Sarah Boydens and David Rose who can be contacted on 01534 788900, at [dataprotection@jet.co.je](mailto:dataprotection@jet.co.je) or in writing at The Oakfield Building, La Rue du Froid Vent, St Saviour, Jersey, JE2 7LJ.

#### **The information we collect about you**

In order to process your referral into the service JET requires personal and sensitive information, which may include:

- Name
- Gender
- Contact details – address, telephone numbers, emails
- GP name and address
- Residential status
- First language
- Social security registration number
- Driving licence details
- Benefit details (Contributory and Non-Contributory Benefits)
- Health condition and disability details
- Employment history
- Other support persons or agencies involved
- Conviction information
- Any other information which will or may have a direct bearing on your access to services or your future employment

#### **When we collect your information**

We collect the above information at the point of referral (as listed on the referral form) and update it annually, or when it changes, throughout the time you use the service. Information is provided by the individual themselves and may also be provided from Customer and Local Services Departments: Back to Work, Health Zone, Income Support. Other third parties who may provide information include services such as: GP, Mental Health, Psychology, Probation, Social Services (child/adult), Drug and Alcohol, Occupational Therapy, or any other specific service relevant to you and your access to JET services.

#### **How information about you will be used and the legal basis**

JET uses the data on your medical condition or disability to assess whether you are eligible for the service and if so, to use it in consideration for job matching.

JET uses data on benefits to assess if there are any implications on your job seeking activity (e.g. if you are in receipt of Short Term Incapacity Allowance (STIA) you will be unable to attend weekly job club/training). It is also used to see whether you are a mandatory jobseeker (under income support legislation) and needs to be added to contractual reporting requirements contained within a contract between the Customer and Local Services Department and JET.

JET use data on your name, contact details, date of birth and Social Security number to keep up to date records on client files, database systems, digital CRM database, and hardcopies in client files. This information can be used day-to-day (e.g., to contact an individual to arrange an appointment and access services). This will also be used as part of your employment and training service and details will be used to put on a CV and application forms in order to apply for jobs.

Referrals to other support services outside of JET may take place to best support you and would include the above data as part of the referral process. However, any referrals to other agencies will only take place with your explicit consent or in cases of vital interests where there is a safeguarding requirement.

Data on criminal convictions and investigations would need to be known if it impacts on the opportunities to gain work in your sector of choice (e.g. enhanced DBS may be required to work with children). It also may be required under 'vital interests' legal basis as the majority of JET clients are classed as "adults at risk", as per the Jersey safeguarding guidelines, and therefore JET has a duty of care to ensure that they are not put at risk within their training and development activities with JET.

By signing the referral form, JET holds your personal information on the following basis under the General Data Protection Regulations (GDPR), with your explicit 'consent' i.e., you have agreed to, or as part of 'legitimate interests' your contract of accessing services with JET, or in cases of 'vital interest' where there may be risks, we need to be aware of and manage for client safety.

JET may also hold personal information provided by other agencies which is lawfully disclosed to JET in cases of 'Vital interests', or 'legitimate interests' as part of your accessing services or is obtained with your explicit consent (you may withdraw your consent at any time, further information on this listed below). Under legitimate interests JET is required to produce statistics on employment and training that takes place via the services.

#### **Who we share your information with**

- Customer and Local Services. If you are in receipt of Income Support and are classed as a mandatory job seeker then we are required to share information on your attendance with Back to Work at Customer and Local Services. This is a statutory requirement from Back to Work and you will have consented to this when a referral in respect of you is made to JET.
- Other agencies. We may share data with other services when we make a referral to external support services. We do this with your explicit consent or in cases of your vital interest where there is risk and safeguarding requirement.
- Employers. In order to successfully job match your CV information will be shared and any medical/disability information is shared on a need-to-know basis as part of your risk assessment for a placement or job.

#### **How long we hold your data**

Relevant information regarding you will be kept whilst you continue to be a JET client and for 12 months after you have ceased receiving JET services. If you are employed by JET at any time, contractual information will be retained for 10 years after employment ceases. A separate privacy notice is provided to anyone who is employed by JET, see HR for more information. After these times information will be destroyed.

#### **Implications of not providing your data or consent**

If you do not provide the information required on the referral form, we may not be able to process your referral nor offer you a service. If there is some information withheld, we may not be able to offer you a satisfactory level of service.

If you wish to withdraw your consent, we may no longer be able to provide a service to you.

#### **Closed Circuit Television (CCTV) Monitoring & Recording**

The Jersey Employment Trust is committed to providing a secure, safe and well managed retail and storage environment at Acorn Enterprises. The use of Closed Circuit Television (CCTV) enables monitoring of people and can act as a deterrent of inappropriate behaviours and illegal activity (e.g. theft).

The use of CCTV is permitted under the Data Protection (Jersey) Law 2018. CCTV usage will be conducted in a professional, ethical and legal manner. The purpose of CCTV at Acorn Enterprises is:

- For security purposes as a deterrent to crime and for the investigation of crime.
- To improve customer service, to monitor queues and systems of working to enhance JET's retail operations.
- To review accidents or near misses to improve health and safety arrangements at Acorn.

JETS's CCTV Policy is available on request.

### **Your rights**

Any person who provides JET with personal information will have the following rights under Data Protection (Jersey) Law 2018:

- The right to access their personal data (through a Subject Access Request)
- The right to stop or restrict the use of their personal data from being processed.
- The right to request to have all personal information JET holds on them to be deleted (this is known as the right to erasure).
- The right to ask and have their personal information transferred to another service provider (this is known as data portability).
- Right to have their personal information kept up-to-date and accurate and to direct JET to correct information they believe is incorrect.
- The right to complain to the Jersey Office of the Information Commissioner at 2<sup>nd</sup> floor, 5 Castle Street, St Helier, Jersey, JE2 3BT or 01534 716530 or [enquiries@jerseyoic.org](mailto:enquiries@jerseyoic.org)

If you wish to exercise any of these rights you can contact us via Data Protection Officers; Sarah Boydens and David Rose on 01534 788900, at [dataprotection@jet.co.je](mailto:dataprotection@jet.co.je) or in writing at The Oakfield Building, La Rue du Froid Vent, St Saviour, Jersey, JE2 7LJ.

### **Updates**

We will update our Data Privacy Notice from time to time and you can find a copy of the most up to date notice on our website [www.jet.co.je](http://www.jet.co.je)

The Data Controller the purposes of the Data Protection (Jersey) Law 2018.