**Application Form**

Please complete the following application form and return to us either by email at: [**info@get.org.gg**](mailto:info@get.org.gg)or you can return by post or hand deliver your completed form to the address at the bottom of this page.

If you would prefer to discuss GET’s services before completing an application form, please either email us at: [**info@get.org.gg**](mailto:info@get.org.gg) or call the office on **01481 247999** and ask to speak to a member of the Client Leadership Team. Our office is open Monday to Thursday, 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 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 the Client Leadership Team on **01481 247999** or via email at [**clt@get.org.gg**](mailto:clt@get.org.gg). Please make your request early so that arrangements, where possible, can be made.

If you have a copy of your Right to Work document or Population Management Certificate:

Please include a copy with your application or bring it with you to your initial meeting. Please **do not send original documents**, a photocopy or photo will suffice.

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

If you do not have a copy:

You will need to request a copy or apply for one. The team at Population Management can be contacted by phone on **01481 225790** (currently 9.00am – 12.00pm) or by email at: [**population@gov.gg**](mailto:population@gov.gg)**.** If you would like support obtaining this, please contact the Client Leadership Team on **01481 247999** or via email at [**clt@get.org.gg**](mailto:info@get.org.gg).

# 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**

**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.**

**Please tick the box if your legal name differs from above**

**Name**

**Personal Information**

**Pronouns**

**Like to be known as**

**Gender**

**Date of Birth**

**Address**

**Contact No**

**Email**

**Preferred method**

**of contact**

Yes/No

**Are you in receipt of any benefits?**

**Referral Source** (i.e. self-referral or professional/charity/other organisation)

**Name/Self**

**Organisation (if applicable)**

**Contact details (if not self)**

**How did you hear about GET?**

**Key worker/additional support information** (e.g. support worker, teacher, tutor, relative, friend)

**Name**le

**Contact details**

**Role**le

**Health Professional Details**

**GP Name**

S**urgery**

**Consultant Name**

**Speciality/Job Title**

**Address (if relevant)**

**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:**

**Any additional information** (e.g. additional contacts)

**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**.

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/We 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.

**Applicant signature**

**Referrer Signature**

(if applicable)

**Date**