

Application for employment

www.parkhaven.org.uk

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If you need this form in large print, please contact the office.

Please complete in Black ink and **CAPITAL letters. If you need any help, please ask.**

Position Applied for:

First name:

Surname:

National Insurance No:

Home address:

Home Telephone number:

Mobile number:

Postcode:

Email address:

Have you got what it takes to be a great candidate for this position?

Tell us three top qualities you have that will make you a great candidate for this position:

Tell us three ways you will deliver excellence to our service users:

How does the role you are applying for with Parkhaven Trust fit with your career/ future plans?

Previous work history: please list below your last three employers, starting with the current or most recent. Don't worry if this is your first job you can tell us about what else you have been involved in further down the application form.

Name and address of employer:	Job Title	From:	To:	Rate of pay: / per hour or annual

Duties:	Reason for leaving:

Name and address of employer:	Job Title	From:	To:	Rate of pay: / per hour or annual

Duties:	Reason for leaving:

Name and address of employer:	Job Title	From:	To:	Rate of pay: / per hour or annual

Duties:	Reason for leaving:

Will you continue to work for another organisation / individual in any other capacity whilst employed by Parkhaven Trust (Insert)

Yes No

Number of contracted / regular hours in other employment:

Please delete as appropriate.

I confirm that I am / am not, related to a current employee or Trustee of Parkhaven Trust

This information will not be used for recruitment purposes but only for placement of successful candidates.

What's missing? Were there any gaps between any of the above jobs listed? If so, how long and why?		
Length of gap:	Between which employers:	Reason:

Are you coming back to us? (If you previously worked for us, please tell us when and your reason for leaving?)

What else have you been involved in? (For example voluntary work / sports teams / work experience.)
 What have these experiences taught you?

What have you been studying? List below your last two places of education / training, starting with the current or most recent. This may include training provided by your employer.

Name and address of school / college or training provider	Qualification achieved or being studied

If you have obtained professional qualifications please provide details; name of the professional body, level of membership and membership number.

Reasonable adjustments / Arrangements for interview
 If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

Now for the formal part, Safeguarding and Criminal convictions

The welfare of the vulnerable adults who access our service is paramount. For this reason employment with Parkhaven Trust will be offered subject to a satisfactory check from the Disclosure and Barring Service (DBS). Please refer to the policy on recruiting ex-offenders attached to this application form.

A criminal record will not necessarily be a bar to obtaining a position at Parkhaven Trust. If a check is returned and reveals any information, this will be discussed with the applicant.

We would draw your attention to the following statement:-

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. **Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.**

Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order. (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is / are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests). **Note that if, once a criminal records disclosure has been completed, it is discovered that you have failed to accurately disclose the information requested below, the company reserves the right to terminate your employment without notice.**

Please delete as appropriate.

Is your name included on, or have you ever been referred to, the Protection of Vulnerable Adults List (POVA) maintained by the Department of Health?

YES / NO

Have you ever been the subject of disciplinary procedure or been asked to leave employment of voluntary activity due to inappropriate behaviour towards Vulnerable Adults?

YES / NO

If answered yes to any of the above, please give full details.

References: Please provide the details of two people (not related to you), who can be contacted to provide a reference for you. **The first of these people must be your current or most recent employer.** If this is your first job, please give a tutor/ lecturer's name. The other referees will ideally also be your most recent previous employers.

If you cannot provide the details of two previous employers, you may substitute one or more of these with a referee who was a former tutor or teacher when you were in formal education.

If you cannot provide details of a teacher or tutor, we may accept a personal reference from a person of professional standing (e.g. a doctor, lawyer, accountant, recognised religious leader or teacher) who knows you, either professionally or personally.

This information will only be used in relation to any offer of employment that may be made by Parkhaven Trust. The information provided will be held with your application and destroyed in accordance with our Data Protection policy. Please see our website for full details, www.parkhaven.org.uk

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Email address:

Email address:

Position:

Position:

Telephone number:

Telephone number:

How do you know this person?

How do you know this person?

Signed:

Date:

(Candidate's name)

Eligibility to work

Eligibility to work in the UK & Ireland: You must bring the original documentation if invited to an interview as evidence of your entitlement to work in this country. Failure to do so will invalidate your application. Please confirm which of the following you have:

- British Passport or UK birth certificate & letter
- Certificate of registration / naturalisation as a British citizen
- Passport showing right to live & work in the UK
- EEC passport or identity card plus required work registration letter
- Non-European passport with relevant work visa
- Any other documentation that supports your eligibility to work in the UK.

Are you subject to any conditions relating to your employment in this country? YES / NO

If "yes" please use the space below to tell us what these are?

Data Protection

Parkhaven Trust makes every effort to comply with relevant Data Protection Law including the General Data Protection Regulations (GDPR).

Please read and confirm that you understand and agree to the following:

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us to monitor our recruitment process.

If you succeed in your application and take up employment with us, the information you have provided will be used in the administration of your employment with us. We will use this information for training and employment purposes and to support the delivery of our services and maintain engagement with relatives. We will share this information with other organisations to develop and train the workforce or to fulfil a legal obligation to do so. We will share anonymised data with organisations for research and to understand how social care is delivered. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties, or against other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form, you consent to the processing of your sensitive personal data (as described above), in accordance with our registration with the Data Protection Commissioner. (Please see our Privacy Notice on our website at www.parkhaven.org.)

If you are unsuccessful in your application it will be destroyed after a period of three months.

Do you understand and agree to this statement? **YES / NO**

My signature confirms that all the information given on this application form is true and complete. I understand that any falsification or deliberate omission may disqualify my application or lead to dismissal, if appointed. I confirm that I am entitled to work in the UK and Ireland and can provide original documentation to confirm this.

Signed:

Date:

(If this application form has been sent electronically please print your name and in the event that you are called for interview you will be required to sign this document.)

Equality and diversity monitoring form

Parkhaven Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form with your application form. It will not be used as part of the assessment process.

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish

British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian

Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black / African / Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

YES / NO Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

Guidance sheet

Please read through the following guidelines that will help you complete the application form.

- Complete all sections of the form.
- Make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

To complete your application:

- Please type or write clearly in black.
- Ensure you clearly state the job title you are applying for.
- In the 'Employment history' section you must state why you have left a position.
- Always explain any gaps in work history.
- Proof of qualifications and membership to professional bodies may be required.

References

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. **Please do not give the names of friends or relatives or colleagues that are/were not senior to you as referees. All references will be verified.**

You will only be confirmed in the post once we are satisfied with the information received from your referees.

Supporting Statement

The 'Why you feel you are suitable for this position' part of the form is called your *supporting statement*. It is the most important part of the application form.

You should consider the following:

- Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
- You need to explain how you meet each of the person specification points and provide examples from your previous experience. Do not forget to present this in relation to the job description for the job you are applying for.
- Often the strongest applications are those that link the three elements highlighted above and are presented in a clear format (e.g. numbered points that correspond to the person specification).
- We expect your supporting statement to be a minimum of $\frac{3}{4}$ of a side of A4 and a maximum of 2 sides.
- Honesty is always the best policy; please do not make false claims.
- If you are making a career change, stress what skills are transferable to the role you are applying for.
- Ensure you return your application in good time before the closing date - aim for the day before the deadline.
- Use concise, unambiguous sentences and avoid exaggerations.