

GUIDELINES FOR COMPLETION OF THIS APPLICATION FORM

The following notes are designed to assist you in completing the application form, to provide information about the reason for asking certain questions, and to tell you what will be required from you if your application is successful.

NOTES ON COMPLETING THE APPLICATION FORM

Section 1. JOB DETAILS

Location	Crawley
----------	---------

Section 2. PERSONAL DETAILS

Adjustments (Disability)	We ask this question to enable us to consider any special arrangements or adjustments that we can make in order to assist you attending interview or accessing any part of the recruitment process itself.
Driving Licence	Delete as appropriate. Please refer to the job specification to determine the requirement for a driving Licence for the position for which you are applying.
Right to work in the UK	We are sorry to say that we cannot progress your application if you do not have the Right To Work in the UK. Your application will be rejected or offer withdrawn should you not have the Right to Work in the UK or falsify your right to work in the UK status.

Section 3. EDUCATION, TRAINING and DEVELOPMENT

Please detail information which is relevant to your application.

It is **not necessary** to list schools / colleges attended.

Section 6. REFERENCES

Two referees are required. At least one of these should be a professional referee who must know you in a professional capacity, this can be someone who knows you through either paid or voluntary work.

A personal referee should know you in a personal capacity e.g. close friend, work colleague, someone you have volunteered with or a friend of the family, this referee should hold a professional role and must have known you for a minimum of two years.

Hope into Action will be required to receive appropriate references before you commence your employment, therefore it is very important you complete the contact details as well as you are able to prevent delays.

NOTES ON THE EQUAL OPPORTUNITY POLICY - MONITORING FORM

Hope into Action is an Equal Opportunity Employer. To help us monitor our policy, we would be grateful if you would complete the details on this monitoring form. The information you give on this form does **not** form part of the selection procedure. The form is separated from the application form and is only used to help us monitor effectively.

DATA PROTECTION

Personal data obtained from applicants during recruitment process will be held securely by Hope into Action. Information provided will be used solely for the purposes of selection for the post advertised, unless express permission for additional use is sought from the applicant [e.g. if the applicants might be considered for other vacancies]. Other than for the successful applicant, no personal data provided in the course of the application other than that stored and processed as part of Hope into Action's monitoring of equal opportunities will be retained beyond four months from the date from which applicants are informed of the outcome of their application.

Section 7 Rehabilitation of Offenders

The vacancy for which you are applying may require you to work with vulnerable adults or children, and would be exempt from the Rehabilitation of Offenders Act 1974. Therefore, you are required to complete this section of the form and you should declare any convictions, cautions, reprimands and final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) or any proceedings pending against you.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

You do not need to disclose a conviction:

- If it is more than 11 years old (or more than 5.5 years old if you were under 18 at the time of the offence) AND
- It was your only offence AND
- It did not result in a custodial sentence.

You do not need to disclose a caution:

- If it more than more than 6 years old (or more than 2 years old if you were under 18 at the time of the offence)

However, there are certain offences which are relevant to safeguarding that you will still need to disclose regardless of how long ago they were committed - a list of these offences can be found at: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

All information provided about criminal cautions, convictions and offences will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Criminal record checks

An application for a criminal record check is only submitted to the DBS that is both proportionate and relevant to the position concerned. A statement regarding the level of DBS that will be submitted in the event of the individual being offered the position will be included on the Job Description or in the job advertisement.

A **Basic** Disclosure (Basic DBS Check) contains details of only 'unspent' cautions or convictions.

Standard Disclosures (Standard DBS checks) contain details of all convictions, cautions, reprimands and final warnings which are not 'protected' and are therefore eligible for filtering. Standard Disclosures are available for jobs and activities listed in the Exceptions Order.

Enhanced Disclosures (Enhanced DBS checks) contain details of all convictions, cautions, reprimands and final warnings which are not 'protected', and may also include 'other relevant information' (police intelligence) which a chief police officer of the force that holds the information reasonably believes to be relevant to the role applied for.

IF YOU ARE INTERESTED IN APPLYING

PLEASE RETURN THE APPLICATION FORM AND MONITORING FORM

- By the closing date shown in the advertisement or in the accompanying letter
- To the address as stated in the accompanying letter/advert.

Following shortlisting you will be notified of the outcome of your application.

IF YOU ARE SHORTLISTED YOU WILL BE INVITED FOR INTERVIEW

When you come for interview you will need to bring with you:

- **proof of identity**

We require one form of photographic identification [e.g. a passport or new form of driving licence and two addressed items such as a recent utility bill, recent bank statement or current Council Tax bill. If this is a problem please contact us.

IF YOU ACCEPT AN OFFER OF EMPLOYMENT WITH HOPE INTO ACTION

You will be required to:

- Consent to references being taken up
- You may need to complete a medical questionnaire and if necessary undergo a medical examination
- Demonstrate, by producing approved documentation, that you are entitled to work in the UK. This is because, as an employer, we will be committing a criminal offence if we employ a person who is not entitled to work in the UK. We will advise you on which documents are approved documentation.
- Complete the stated type of DBS application for the role.

APPLICATION FORM

IN CONFIDENCE

Guidelines are enclosed to help you with your application. Please read them and then complete this form in black ink or type. Please contact us if, for any reason, you do not have the guidelines.

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Please specifically address the criteria detailed in the Job Description/Person Specification. **CVs will not be considered.**

1. Job Details

Post Applied for	
Location	
Date of application	

2. Personal Details

Title (Mr / Mrs / Miss / Other)	
First name(s)	
Last name or family name	
Name by which you want to be known	
Other names by which you have been known	
Home address	
Postcode	
Email address	

Home Telephone		Mobile Telephone	
Work telephone (optional)			
May we contact you at work?		YES / NO	

National Insurance No:	
Do you need a Work Permit before you can be employed in the UK?	Yes / No If yes, please give details:

Do you hold a current UK driving licence?	Yes / No
Please tell us if there are any reasonable adjustments that we can make to assist you in the application or any part of the recruitment process.	
If appointed, how soon could you take up the post?	
Where did you find out about this vacancy?	

3. Please outline the development of your faith in the space below:

4. EDUCATION, TRAINING AND DEVELOPMENT

Please list your academic and other relevant qualifications starting with your most recent.

4.1 Qualifications

If the post requires specific qualifications you will be required to provide documentary evidence before employment.

4.2 Learning Opportunity

Please describe other learning opportunities relevant to the position, e.g. training courses

5.3 Please give details of any relevant skills/experience you may have gained outside employment. (E.g. through voluntary service).

6. REFERENCES

Please give the name and address of two referees, one of whom should be your current or most recent employer, who can comment on your suitability for this post. If you were known by a different name, please also state this.

No reference will be sought without your consent until after job offer.

	Referee 1	Referee 2
Name		
Position		
Address		
Post Code		
Telephone No.		
Email address		
In what capacity does this person know you?		
May we contact this person before job offer?	Yes / No	Yes / No

7. SUPPORTING INFORMATION

Please detail how you meet the person specification for this post, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this job.

--

8. CRIMINAL RECORDS DECLARATION

Please answer the following questions:

1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? Please give details of offences, penalties and dates in the table below.*
(Note that the post you have applied for is exempted under the Rehabilitation of Offenders Act (Exceptions Order) 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.

Please **Delete** as appropriate: Yes (Please provide details below) / No (Proceed to Q2)

Date	Details

2. Have you ever been disqualified from work with children or vulnerable adults or subject to any other sanctions imposed by a regulatory body?

Please **Delete** as appropriate: Yes (Please provide details) / No

Date	Details

9. APPLICATION DECLARATION

I confirm that the information I have given on this form is correct and complete and I understand that any false information could result in my application being rejected or, if appointed, in my dismissal from employment.

I understand that any offer of employment made to me will be subject to a check with the Disclosure and Barring Service and I hereby give my consent for Hope into Action to carry out the relevant DBS status checks in line with the DBS Code of Practice.

I declare that I am not currently on the DBS Barred List and that I will notify the Human Resources department immediately if I do become barred in future.

Signature:	Date:
-------------------	--------------

Hope into Action is an Equal Opportunity Employer. We are committed to the active promotion of equal opportunity, both in the provision of services and as an employer of paid and unpaid workers. This monitoring form is voluntary but the information we collect here is very useful to us as it helps us to make sure that we are an inclusive employer and to find out if our workforce is diverse. The information you supply on this form will be kept confidentially. The monitoring has no part in the shortlisting process.

Gender :		Marital Status :							
<input type="checkbox"/>	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>	Single	<input type="checkbox"/>	Married	<input type="checkbox"/>	Other
Date of Birth:			Nationality :						

Ethnic Origin:							
<input type="checkbox"/>	Black or Black British – Caribbean	<input type="checkbox"/>	Asian or Asian British – Indian	<input type="checkbox"/>	Mixed – White & Black Caribbean	<input type="checkbox"/>	White – British
<input type="checkbox"/>	Black or Black British – African	<input type="checkbox"/>	Asian or Asian British – Pakistani	<input type="checkbox"/>	Mixed – White & Asian	<input type="checkbox"/>	White – Irish
<input type="checkbox"/>	Other Black background	<input type="checkbox"/>	Asian or Asian British - Bangladeshi	<input type="checkbox"/>	Other mixed background	<input type="checkbox"/>	Other white background
		<input type="checkbox"/>	South East Asia or other Ethnic background	<input type="checkbox"/>	Other ethnic background		
		<input type="checkbox"/>	Other Asian background	<input type="checkbox"/>	Arabic		

Disability:			
Definition – The Disability Discrimination Act 1995 defines a disabled person as one who has a physical or mental impairment which has a substantial and long term adverse effect on his / her abilities to carry out normal day to day activities.			
Do you consider yourself to have a disability?	YES	<input type="checkbox"/>	NO
		<input type="checkbox"/>	

I understand that this information may be stored and processed as part of Hope into Action's monitoring of equal opportunities and as part of the recruitment procedure and give my consent for my details to be used for this purpose.

Signed: Date: