# Application form

Important note: The grey text boxes below will expand as you type into them. Please read carefully all instructions and job details prior to completing this form.

Position applied for: Specialist Support Worker

Job reference:  **HEW Apr 21** Closing date: **5pm, Monday 17th May**

1. Personal details

Surname:

Previous surnames (if applicable):

Forenames (in full):

Address:

Postcode:

Telephone (evening):

Telephone (day):

Mobile:

Email:

Fax:

National Insurance no.:

1. Education, professional qualifications and training

*Where applicable, please include details of examinations taken or about to be taken for which results are not yet available.*

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| --- | --- | --- | --- |
| Name/address of school/university/institution | Dates  (from—to) | Course details | Qualifications obtained, with grades |
| Educational qualifications | | | |
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| Professional qualifications (including those from professional institutions) | | | |
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| Training courses attended (only if relevant to the person specification) | | | |
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1. Career history

***Please note we are not accepting CVs as part of the application process. Short listing will be carried out on the basis of the application form only.***

*Please give full details of responsibilities and achievements for your current/most recent job.*

**Most recent post:**

| Dates  (from-to) | Position held | Name and address of employer | Final salary | Reason for leaving or notice period |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Details of responsibilities/achievements: | | | | |

*For all previous posts please only include a very brief outline of responsibilities and achievements. Please include any voluntary, home-based or part-time work. Please account fully for any periods of time not spent in further education or employment.*

Previous career history:

| Dates  (from-to) | Position held | Name and address of employer | Brief outline of responsibilities | Final salary | Reason for leaving |
| --- | --- | --- | --- | --- | --- |
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**Supporting your Application** for the next section **of questions up to 11.**

Your application form plays an essential part in our choosing the right person for this position and is the only source of information that will inform the Recruiting Manager whether to shortlist you for an interview.

In the information supplied to you about this job you will find a job description and person specification.  The person specification identifies the experience, skills, personal attributes and, where appropriate, qualifications which form the selection criteria for this post.  Please use the space below in order to advise us as to how you meet these selection criteria, giving concise examples of how you have used these skills and knowledge in previous situations.  You may attach further sheets if necessary.  It is important for you to provide the recruiting manager with as much relevant information as possible as assumptions will not be made.

1. Why does this job interest you? (max 150 words)

1. Why do you want to work for Justlife? (max 150 words)

1. What experience do you have of working with vulnerable adults? (max 150 words)

1. Competencies (total of 800 words)

*The person specification details key areas of competence, knowledge, experience and skills required. Please describe in this section, using examples from your experience, how you meet the person specification. Short listing will be based upon how well you demonstrate your ability to meet the essential criteria.*

*Do you have a full driving license and access to a vehicle? YES / NO*

1. Please add any other relevant information or comments (max 150 words)

1. Referees

*Please give the name, address and telephone number of TWO referees. One referee must be your present or most recent employer and the second a previous employer. If you cannot provide these, please provide a referee who has known you for at least two years. This must not be a member of your family and you should state the capacity in which they know you. Please note that JUSTLIFE reserves the right to contact any former employer for a reference.*

|  |  |  |
| --- | --- | --- |
|  | Present/most recent employer | Second referee |
| Name: |  |  |
| Address: |  |  |
| Phone number: |  |  |
| Email: |  |  |
| Capacity in which they know you: |  |  |
| Between which dates? |  |  |
| May we contact him/her prior to interviews? | Yes / No | Yes /  No |

1. If offered this post, when could you take up employment?
2. Applicants with disabilities

JUSTLIFE is committed to making every reasonable adjustment to the workplace so as to accommodate people with disabilities. If you require any adjustments to accommodate you in the application or selection process or you wish to discuss reasonable adjustment in the role itself, please contact the Personnel Team.

### Alternatively you can give details here:

1. Asylum and Immigration Act 1996

*All applicants called in for a final interview will be asked to produce evidence of their eligibility to work in the UK, in compliance with the Asylum and Immigration Act 1996. Further information on the UK Government's immigration policy can be found on* [*www.homeoffice.gov.uk*](http://www.homeoffice.gov.uk)*, Immigration and Nationality page.*

Do you need a work permit to work in the UK? Yes  No

If you need a work permit, are there any limitations/conditions on the work permit e.g. a visa with limited duration? Yes  No

If yes, please give details:

1. Criminal record - Have you ever been convicted of a criminal offence?

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| --- |
| ***Rehabilitation of Offenders Act 1974***  *In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of offenders Act 1974. So that we can perform or exercise our obligations or rights under employment law, you are therefore required to disclose all and any cautions or convictions, whether spent or unspent, unless it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.*  *The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.*  *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. Please note that protected cautions and convictions do not need to be disclosed. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website and we advise you check before completing this section.*  ***Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES / NO***  ***Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) YES/NO***  If **YES**, please give details of any criminal convictions (with dates) in the space below. |
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| **Declaration**  I confirm the details contained on this application form are correct. I understand that including false information on this form could render me liable to subsequent summary dismissal. I understand that any offer of employment will be subject to receipt of two references that are satisfactory to JUSTLIFE.  I also agree that my records be held on a computerised database for 6 months following the end of this recruitment process. After which, unless successful in securing employment with Justlife, this data will be removed from our records. This data is subject to the either (prior to 25 May 2018) the Data Protection Act 1998 or (from 25 May 2018) the General Data Protection Regulation (EU 2016/679) (GDPR), or any other data protection laws and regulations applicable in England and Wales from time to time.  Our **Applicant Privacy Notice** is available at any time, please request a copy when submitting your completed application.  Signature:       Print:  Date:  **If you are sending your application form by email, please tick the box to indicate that the information provided on this form is true:**  (You will be asked to sign this form at a later date.) |

**Response details**

**Application and equalities forms should be returned, preferably by email to** Andy Morris:

recruitment@justlife.org.uk

**Closing date for applications: 5pm, Monday 17th May 2021**

**Interviews will be held on: w/c 31st May 2021 (TBC)**

*You will receive an automated acknowledgement of receipt of your application via email.*

***Please note:***

*You will receive an automated acknowledgement of receipt of your application via email when submitted.*

*Shortlisting will take place w/c* ***24th May.*** *If you do not hear from us by* ***5pm on Friday 28th May*** *please assume your application has been unsuccessful on this occasion.* ***As Justlife is a small organisation we are unable to provide feedback on unsuccessful shortlisting.***

*Justlife is an equal opportunities employer and considers all applications received.*