

Job Application Form

Guidance Notes



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Introduction

Greenbank is a long established Liverpool based registered charity (No. 513814) which provides a range of services for disabled people and other disadvantaged groups.

Our mission statement is:

To enhance the opportunities and status of people with disabilities through education, training, employment, transport, sport and recreation.

To achieve our mission we provide education, training and employment projects at Greenbank College and sports and recreation projects at Greenbank Sports Academy. Up to date information about our work is available at the following websites:

www.greenbank-project.org.uk

www.greenbankcollege.org.uk

www.greenbanksportsacademy.co.uk

www.greenbankemployment.org.uk

www.salonhq.org.uk

www.timeoutcafebar.org.uk

www.thedoorstopcafe.org.uk

General

This form is available in other formats if required – please contact Greenbank by:

Telephone on **0151 733 7255**

or email info@greenbank-project.org.uk

for a large print copy. An electronic version is available as a download from our website

www.greenbankemployment.org.uk

Please complete the application form in BLACK INK or TYPE. **CV's, references or other pre-prepared material** will not be accepted as a form of application. Please submit additional documents only when you are specifically asked to do so.

Equal Opportunities Statement

Greenbank is an equal opportunities employer and provider of services. No job applicant, trustee, member of staff, volunteer and service user should be treated less favourably based on their background. Nor will such a person be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

This principle applies to recruitment and selection, promotion, transfer, training, benefits, facilities, service provision, procedures and all terms and conditions of employment

Please note that Greenbank practices positive action towards the employment of disabled people.

All applicants that declare a disability and meet the minimum standards as detailed in the person specification are guaranteed an interview. So that we can monitor our success in promoting vacancies to a range of applicants it would be helpful if you could complete Form B. This form will be detached from the Application Form and is not part of the selection process.

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Declaration of Disability

Greenbank is positive about disabled people and committed to employing disabled people. Greenbank asks its employees to 'self declare' rather than using a set Disability Discrimination Act or medical definition. If, in your opinion you have a disability or long term health condition which affects your daily life, please declare it on your application form. All applicants that declare a disability and meet the minimum standards as detailed in the person specification are guaranteed an interview.

Greenbank aims to make its application process as accessible as possible for disabled people. If you have any access requirements for interview, please give details in section 6 of the Form A – Application for Employment.

Safer Recruitment

Greenbank is committed to safeguarding children and vulnerable adults and promotes the welfare of all and expects all staff to share this commitment.

Disclosure of Criminal Record

Greenbank requires applicants for employment to disclose any previous convictions or cautions. Posts involving access to children or vulnerable adults will be subject to a disclosure from the Criminal Records Bureau before an appointment can be confirmed. This will include details of cautions, reprimands or final warnings. Any information you provide will be treated as strictly confidential in accordance with the Data Protection Act 1998. Please complete Form C - Safer Recruitment and return it in a sealed envelope. The information supplied will be shredded once the recruitment process has been completed.

Disclosure of a conviction or caution does not necessarily mean you will not be appointed. Please note for regulated posts* you are required to disclose all criminal convictions, including any which may be "spent" under the Rehabilitation of Offenders Act 1974. This is because regulated posts are covered by the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975 or 1986 and therefore even "spent" convictions must be disclosed.

A conviction includes:

- A sentence of imprisonment, youth custody or borstal training
- An absolute discharge, probation order, conditional discharge, bind-over order, fit person order, supervision order or care order
- Simple dismissal from the armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces
- Detention centre, remand home, approved school or attendance centre orders
- A suspended sentence
- A fine or any other sentence not mentioned above

Any failure to disclose will result in dismissal.

Short Listing

Once the closing date has been reached the interview panel will agree who will be short listed for interview. Short listing is completed through the process of marking each completed application against the **essential and desirable criteria set out in the person specification**. It is up to you to be as clear as possible when stating what skills, qualifications and relevant experience you have. The panel considers only the information contained on the application form and it is important that you provide all the information that is requested.

*This will be specified on the job description.

Form A - Application for Employment

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Applicants should read the enclosed guidance notes carefully before completing this application form in BLACK ink or Typescript. **All applicants must complete this form – CVs or any other pre-prepared material will not be accepted as a form of application.**

1. Post Details

Position applied for: Closing date: / /

If this post is part-time please indicate the days / times that you are able to work:

Where did you see the job advertised:

Are you applying for this position under a Government Employment Scheme? Yes No

If so, please give details:

Have you applied for a post at Greenbank in the past 2 years? Yes No

If yes, please give details:

2. Personal Details

Surname: Forename(s):

NI Number: Home Tel:

Home Address: Mobile Tel:

Work Tel No:

Can we contact you at work? Yes No

E-mail address:

Do you require a Work permit to work in the UK? Please note that if applicable you will be required to provide evidence of this. Yes No

Do you hold a valid Driving Licence? Yes No If Yes is it? Provisional Full

Other? e.g. Motorcycle, HGV, PCV (Please specify)

Form A - Application for Employment

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3. Education and Training

Secondary Education

Secondary Schools/ Colleges attended	Dates		Qualification attained Subjects and Grades
	From	To	

Continuing Education (University/College/Apprenticeship, etc)

Place of Education	Dates		Qualification attained Subjects and Grades
	From	To	

Other relevant training (including any relevant in-house or in-service training)

(please include organisation, date and duration)

Form A - Application for Employment

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5. Experience/Achievements

Please give us details of your knowledge, skills and experience (including outside interests and voluntary work) which you feel are **relevant to the qualities and experience requirements listed in the Person Specification** of the post that you are applying for.

Please limit your answer to 3,200 characters (approximately 500 words).

Form A - Application for Employment

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6. Disability Declaration

Greenbank is positive about disabled people and committed to employing disabled people.

It is Greenbank's policy that any disabled applicant meeting the minimum standards as detailed in the person specification for the job will be interviewed.

Do you wish to declare a disability? Yes No

I do I do not require any specific arrangements for interview.

Details:

7. Referees

Please enter the name, address, telephone number and email address of 2 referees. Referees should be your present and previous employers, wherever possible. However, neither should be a member of Greenbank's selection panel or related to you.

Name:

Name:

Address:

Address:

Tel no:

Tel no:

Do you have any objection to references being taken up prior to interview? Yes No

8. Declaration

I declare that the information given on this form is to the best of my knowledge correct. I understand that the giving of false or misleading information may lead to disqualification and, if appointed, dismissal.

Furthermore, I understand that the information will only be used for recruitment and selection purposes and that it will only be retained on file by Greenbank for no more than 1 year after application.

However, if I am appointed to the post then the information that it contains will be used to form part of my personnel file for employment purposes (except for disclosure information, if applicable, which will only be kept for 6 months).

Signed: Date: / /

(If you are returning this form by e-mail, you are deemed to have accepted the above declaration)

**Please return by email to: applications@greenbank-project.org.uk
or by post to: Sharon Winder Greenbank Lane, Liverpool L17 1AG prior to the closing date.**

Form A - Application for Employment

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FOR OFFICE USE ONLY

Short list	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Interview	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Reference 1	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Reference 2	Yes <input type="checkbox"/>	No <input type="checkbox"/>
CRB Check	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Start Date: / /

Starting Salary/SCP:

Hours:

Contract Type: Fixed Permanent Term time only Zero

Notice Period:

Restricted Holidays:

Additional Information:

Form B - Equality and Diversity Monitoring Form



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Equality and Diversity opportunities in recruitment.

This is sensitive personal data and will be treated with the utmost confidentiality in line with the requirements of the Data Protection Act 1998. The data will only be used for general statistical and monitoring purposes and will not be taken into account in assessing information on your application form. The data provided will assist Greenbank in monitoring the effectiveness of its Equality & Diversity policy; however, the completion of each section is not compulsory.

Position applied for:

1. Gender

Male

Female

Transgender

2. Age

16 - 25

36 - 45

56 - 65

26 - 35

46 - 55

65+

3. Marital Status

Married/Civil Partnership

Other

Single/ Divorced/Separated

4. Dependents

Do you have any Dependents? Yes No

5. Disability

Do you declare a disability? Yes No

Form B - Equality and Diversity Monitoring Form



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6. Ethnicity

What best describes your ethnic origin? (Place x in relevant box)

UK citizens can belong to any of the groups listed.

White

- British
- Irish
- Other White

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Other Asian

Black or Black British

- Black Caribbean
- Black African
- Other Black

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Other Mixed

Chinese

- Chinese
- Other Ethnic Group

7. Religious Beliefs

- | | | |
|-----------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Christian | <input type="checkbox"/> None |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Jewish | <input type="checkbox"/> Other |
| <input type="checkbox"/> Muslim | <input type="checkbox"/> Sikh | |

8. Trade Union Membership

Are you a Trade Union member? Yes No

Form C - Safer Recruitment



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Greenbank is committed to safeguarding children and vulnerable adults and promotes the welfare of all and expects all staff to share this commitment.

Disclosure of Criminal Record

APPLICANTS MUST REFER TO THE GUIDANCE NOTES BEFORE COMPLETING THIS SECTION

Have you been convicted of any criminal offence? Yes No

If yes, please give details:

I confirm the information given above is correct

Signed

Name Date / /

Post applied for