**East Sussex Community Voice CIC**

**Application form – Information and Signposting Advisor**

Please complete all this form in type or black ink and use only the same size paper (A4) as continuation sheets.

# Personal details

|  |  |
| --- | --- |
| Surname |  |
| First names |  |
| Title (select as appropriate) | Mr [ ]  / Mrs [ ]  / Miss [ ]  / Ms [ ]  Other [ ]  (please specify): |
| Maiden name or previous names  |  |
| Postal Address of usual residence  |
| Email address |  |
| Correspondence Address (if different from postal address above):  |
| National Insurance number |  |
| Daytime telephone number |  |
| Mobile |  |
| Home |  |

# Present employment

|  |  |
| --- | --- |
| Job title |  |
| Name and address of employer  |
| Date started current post |  |
| Date commenced with employer |  |
| Salary / wage / benefits |  |
| Notice required |  |
| Briefly describe your present job; its main purpose and your responsibilities: |

# Previous employment

|  |
| --- |
| Please list your most recent employment first. Include permanent and temporary work, service with HM Forces and voluntary work. |
| **Name & Address****(including nature of business)** | **From / To****(exact dates)** | **Position and Salary** | **Reason for leaving** |
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# Education and qualifications

|  |
| --- |
| Please include details of your education from age 11 onwards, and please state whether Full (F) or Part (P) time |
| **Name of School, College, University etc.** | **From / To** | **Full time or Part time** | **Subjects studied****(with grades and year taken)** |
|  |  |  |  |
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#

# Training

|  |
| --- |
| This should include government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give the date of completion. |
| **Course Title** | **Organisation** | **From / To** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Membership of professional institutes

|  |
| --- |
| Please indicate whether membership is by examination |
| **Institute** | **Level of membership** | **Year of Award** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Other Experience

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include unemployment or voluntary work. Please state this information in chronological order with the most recent first.

|  |  |
| --- | --- |
| **Experience** | **From / To** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Why should we employ you? Refer to Job description and Person Specification

Please mention any specific skills, knowledge or experience which meet the requirements of the job description and person specification. These may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. (Maximum of 2 sides of A4)

|  |
| --- |
|  |

#

# Declaration by Applicant

## The Working Time Regulations 1998

### Regulations on Working Time

The Working Time Regulations were introduced on 1st October 1998 and working hours in the UK are now governed by statute. Working practices and procedures are therefore organised to comply with the following legal requirements. (Average hours are normally calculated over a 17-week period.)

* Average weekly working hours are limited to 48 hours
* Average daily night working hours are limited to 8 hours
* Minimum daily, weekly and in-work rest breaks requirements
* Minimum requirements for annual leave.

### Policy and Procedures

The legislation was introduced as a health and safety measure. Employers who do not comply with the limits to working time will be committing a criminal offence. Working practices are therefore monitored to ensure that generally, working hours remain well within legal limits.

Employers are required to take ‘all responsible steps’ to ensure that the limits to working time are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

### This declaration will not prejudice your application

Please note:

* If you do have other job(s), your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored.
* If you are selected for interview the implications will be carefully discussed with you. it may be considered necessary to discuss the situation with your other employer(s) but only with your permission.
* Depending on the overall situation and the outcome of discussions with you, there would be the following options:
* not to offer you the appointment
* offer the appointment on reduced hours
* offer the appointment providing the other work is relinquished (or the hours reduced)
* offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

## Employment which you intend to continue if successfully appointed to the post applied for.

Please complete and sign **either** Section 1 **or** Section 2 below.

**Your application cannot be processed if you do not return this form.**

Please declare **any** other job, whether they are with local authorities, public bodies, voluntary organisations or with private companies/employers.

|  |
| --- |
| **Section 1 – No other employment** |
| **I confirm that I do not have any other employment.** |
| Signature |  |
| Print Name |  |
| Date |  |
| **If the form has been completed electronically** please place an ‘x’ in this box in place of your signature à | [ ]  |
| **Section 2 – Other Employment** |
| **All other employment that I have is detailed below:**Weekly hours must specify total regularly worked (including overtime)Please use 24-hour clock |
| **Job Title** | **Weekly Hours** | **Start Time**  | **End Time** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Signature |  |
| Print Name |  |
| Date |  |
| **If the form has been completed electronically** please place an ‘x’ in this box in place of your signature à | [ ]  |

# References

Please provide two references. One must be your present or last employer (where applicable) and the other, a second employer. If you have not been employed previously, please provide an academic and/or character reference.

**A job offer will not be made without 2 satisfactory references.**

If you do not wish us to contact your referees prior to interview, please indicate as shown.

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the ‘Previous Employment’ section of this form.

|  |
| --- |
| **Present/last employer** |
| Name |  |
| Address |  |
| Tel No: |  |
| Role/Occupation |  |
| Email Address |  |
| May we contact this referee prior to interview? (select as applicable) | Yes [ ]  / No [ ]   |
| **Second referee or course tutor (if applicable)** |
| Name |  |
| Address |  |
| Tel No: |  |
| Role/Occupation |  |
| Email Address |  |
| May we contact this referee prior to interview? (select as applicable) | Yes [ ]  / No [ ]  |

# Warnings and Disciplinary Issues

|  |  |
| --- | --- |
| Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? (select as applicable) | Yes [ ]  / No [ ]  |
| **Please list all disciplinary offences or warnings you have received at any time** |
| Reason for warning | Date | Name/address of employer |
|  |  |  |
|  |  |  |
|  |  |  |
| Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated? | Yes [ ]  / No [ ]  |
| If you answered yes to the above question, you must supply details. Please submit these in hard copy in a sealed envelope marked ‘private and confidential’ and send them to ‘The Executive Director’ at East Sussex Community Voice’s office address.  |

# Rehabilitation of Offenders Act 1974

You are required to declare any criminal convictions (including bind over and cautions) which are not “spent” in accordance with the Rehabilitation of Offenders Act 1974. Some of our posts carry exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed.

**Please read the guidance notes at the end of the document before completing this section.**

|  |
| --- |
| **For posts that are exempt under the Rehabilitation of Offenders Act 1974:** |
| Have you ever been convicted of a criminal offence?(select as applicable) | Yes [ ]  / No [ ]  |
| Are there any alleged offences outstanding against you?(select as applicable) | Yes [ ]  / No [ ]  |
| **For all other posts:** |
| Do you have any criminal convictions which are not yet “spent”?(select as applicable) | Yes [ ]  / No [ ]  |
| If you answered yes to the above question, you must supply details. Please submit these in hard copy in a sealed envelope marked ‘private and confidential’ and send them to ‘The Executive Director’ at East Sussex Community Voice’s office address. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.  |

# Declaration

|  |
| --- |
| I declare that the information given both on this application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination. |
| Signed: |  |
| Date |  |
| Print name |  |
| **If the form has been completed electronically** please place an ‘x’ in this box to indicate your consentà | [ ]  |
| DPA logo**General Data Protection Regulation**We will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud. |

# How to submit your application form

Please send your completed application form **to the postal address below or email it to:**

Sue Wells (susan.wells@escv.org.uk) with the email subject: ‘Information and Signposting Advisor’

Once submitted, applications will be acknowledged, however, in the interests of economy an acknowledgement will only be sent to postal applications if you supply a stamped addressed envelope.

We look forward to receiving your application.

**Closing date is midnight on Monday 7th February 2022**

This form should be returned to:

Sue Wells

Administrator

East Sussex Community Voice

Greencoat House

32 St Leonards Road

Eastbourne

East Sussex

BN21 3UT

# CONFIDENTIAL

# Equal Opportunities in Employment – Monitoring Form

**This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.**

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. We aim to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

All applicants are to be treated fairly, and selection for appointment is to be based solely on a person’s ability to do the job. Our commitment is reflected in our [Equal Opportunities Policy](https://cdn.whitebearplatform.com/hweastsussex/wp-content/uploads/2021/11/02125848/ESCV-Equal-Opportunities-Policy-September-2021.pdf).

The information you provide on this form will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether applicants are being treated equitably.

This information will not affect the consideration of your application.

|  |  |
| --- | --- |
| Job applied for |  |
| Surname and initials |  |
| Age |  |

# How would you describe your gender?

|  |  |  |
| --- | --- | --- |
| [ ] Woman | [ ] Man | [ ] Non-binary |
| [ ] Inter-sex | [ ] Prefer not to say |  |
| [ ] Prefer to self-describe: |

# Is your gender identity the same as the sex you were assigned at birth?

|  |  |  |
| --- | --- | --- |
| [ ] Yes | [ ] No | [ ] Prefer not to say |

# What is your sexual orientation?

|  |  |  |
| --- | --- | --- |
| [ ] Asexual | [ ] Bisexual | [ ] Gay man |
| [ ] Heterosexual/Straight | [ ] Lesbian/Gay woman | [ ] Pansexual |
| [ ] Prefer not to say |  |  |
| [ ] Prefer to self-describe: |

# Please describe your religion or beliefs:

|  |  |  |
| --- | --- | --- |
| [ ] Buddhist | [ ] Christian | [ ] Hindu |
| [ ] Jewish | [ ] Muslim | [ ] Sikh |
| [ ] No religion | [ ] Prefer not to say |  |
| [ ] Other religion or belief (please specify): |

# Please describe your marital or civil partnership status:

|  |  |  |
| --- | --- | --- |
| [ ] Single | [ ] Co-habiting | [ ] In a civil partnership |
| [ ] Married | [ ] Separated | [ ] Widowed |
| [ ] Divorced/Dissolved civil partnership | [ ] Prefer not to say |

# Please describe your pregnancy or maternity status:

|  |  |  |
| --- | --- | --- |
| [ ] Currently pregnant | [ ] Currently breastfeeding | [ ] Not applicable |
| [ ] Given birth in the last 26 weeks | [ ] Prefer not to say |

# Please describe your ethnicity:

|  |  |
| --- | --- |
| [ ] Arab | [ ] Mixed / Multiple ethnic groups: Black African and White |
| [ ] Asian / Asian British: Bangladeshi | [ ] Mixed / Multiple ethnic groups: Black Caribbean and White |
| [ ] Asian / Asian British: Chinese | [ ] Mixed / Multiple ethnic groups: Any other Mixed / Multiple ethnic groups background |
| [ ] Asian / Asian British: Indian | [ ] White: British / English / Northern Irish / Scottish / Welsh |
| [ ] Asian / Asian British: Pakistani | [ ] White: Irish |
| [ ] Asian / Asian British: Any other Asian / Asian British background | [ ] White: Gypsy, Traveller or Irish Traveller |
| [ ] Black / Black British: African | [ ] White: Roma |
| [ ] Black / Black British: Caribbean | [ ] White: Any other White background |
| [ ] Black / Black British: Any other Black / Black British background | [ ] Any other ethnic group |
| [ ] Mixed / Multiple ethnic groups: Asian and White | [ ] Prefer not to say |

# Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long-term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled, please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

# Please identify if you have a disability. Please tick all that apply.

|  |  |
| --- | --- |
| [ ] No | [ ] Yes - Learning disability or difficulties |
| [ ] Prefer not to say | [ ] Yes - Mental health condition |
| [ ] Yes - Physical or mobility impairment | [ ] Yes - Long term condition |
| [ ] Yes - Sensory impairment |  |
| [ ] Other – please specify: |

# Please identify if you have any long-term conditions. Please tick all that apply.

|  |  |
| --- | --- |
| [ ] No | [ ] Prefer not to say |
| [ ] Yes - Asthma, COPD or respiratory condition | [ ] Yes - Diabetes |
| [ ] Yes - Blindness or severe visual impairment | [ ] Yes - Epilepsy |
| [ ] Yes - Cancer | [ ] Yes - Hypertension |
| [ ] Yes - Cardiovascular condition (including stroke) | [ ] Yes - Learning disability |
| [ ] Yes - Chronic kidney disease | [ ] Yes - Mental health condition |
| [ ] Yes - Deafness or severe hearing impairment | [ ] Yes - Musculoskeletal condition |
| [ ] Yes - Dementia |  |
| [ ] Other – please specify: |

If you need any assistance to attend or participate in the interview, please give details below:

|  |
| --- |
|  |

# Are you a carer?

|  |  |  |
| --- | --- | --- |
| [ ] Yes | [ ] No | [ ] Prefer not to say |

**Military Status**

Please identify your military status by putting an ‘x’ in the relevant box below, if required.

|  |  |
| --- | --- |
| [ ] Territorial Army | [ ] Military Reservist |

# The Rehabilitation of Offenders Act (1974): Guidance Notes

**Please read these guidance notes carefully before completing the section on the Rehabilitation of Offenders Act 1974 on the Application Form.**

## Disclosure of Criminal Convictions

Under this Act you are required to disclose details of previous convictions, until a certain length of time passes and the convictions become “spent”.

Under the above Act you do not need to provide details about either minor motoring offences or previous convictions once they become “spent”. This includes the date you sign the application form.

Please note the following when considering whether a conviction is spent:-

1. “spent” periods are halved if the conviction took place when you were aged 17 or less;
2. a sentence of longer than 2½ years in prison will never become “spent”;
3. a sentence of preventive detention and a sentence of detention during Her Majesty’s pleasure is never “spent”; or
4. it is immaterial for the process of calculating a “spent” conviction whether the sentence is suspended or not.

The information you provide will be treated strictly confidentially. Having a conviction will not necessarily bar you from employment. This will depend on the circumstances and background to the offence(s) which will be taken into account when considering how suitable you are for the type of work involved, should your application be successful.

Failure to disclose any “unspent” convictions may result in the offer of employment being withdrawn. If already appointed, you could be dismissed without notice.

Please see the list below which details the rehabilitation periods for criminal convictions.

## Criminal Convictions and Time Periods before Becoming “Spent”

|  |  |
| --- | --- |
| **Sentence** | **Become spent after** |
|  |  |
| For a sentence of imprisonment or youth custody exceeding six months but not exceeding two and a half years. | 10 years |
| For a sentence of imprisonment or youth custody not exceeding six months. | 7 years |
| For a sentence of Borstal training. | 7 years |
| For a fine or other sentence under this Act, not otherwise covered in this table. | 5 years |
| For an absolute discharge. | 6 months |
| For a probation order, conditional discharge or bindover, fit person orders, supervision order or care order under the Children and Young Persons’ Acts (and equivalent in Scotland). | 1 year or until the order expires (whichever is the longer) |
| For cashiering, discharge with Ignominy or dismissal with disgrace from Her Majesty’s Service. | 10 years |
| For dismissal from Her Majesty’s Service. | 7 years |
| Any sentence of detention in respect of a conviction in service disciplinary proceedings. | 5 years |
| **For detention by direction of Home Secretary:**  |
| * for a period exceeding six months but not exceeding two and a half years.
 | 5 years |
| * for a period not exceeding six months.
 | 3 years |
| * for a detention centre order.
 | 3 years |
| * for a remand home order, an approved school order or attendance centre order.
 | The period of the order plus a further year after the order expires |
| * for a hospital order under the Mental Health Acts.
 | The period of the order plus a further 2 years after the order expires. (With a minimum of 5 years from the date of conviction.) |

## Exemptions under the Rehabilitation of Offenders Act

There are specific job categories and classes of employment which are exempt under the provisions of the Act. This means that **convictions never become “spent” for work in these categories.** Therefore, if you are applying for a position which falls within one of the work categories listed below you will need to declare any convictions you have had regardless of whether or not the time limit has elapsed. The areas of employment which carry exempt status are as follows:-

* Work involving matters of National Security.
* Judicial appointments.
* Employment in the office of the Director of Public Prosecutions.
* Employment in the office of Procurator Fiscal or District Court Prosecutor or in the Crown Office.
* Justices’ Clerks and Justices’ Clerks’ Assistants.
* Constables, Police Cadets, Military Naval and Airforce Police and certain posts involving police work or assisting the police.
* Employment in the Prison Service including appointment to the Board of Visitors.
* Traffic Wardens.
* Probation Officers.
* Certain professions with legal protection such as barristers, solicitors, accountants or nurses.
* Any office or employment concerned with the provision of persons aged under 18 years to accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training, being an office or employment of such a kind as to enable the holder to have access, in the course of their normal duties which are carried out wholly, or partly, on the premises where such provision takes place.
* Employment connected with the provision of Social Services which involves the young, those over 65 years, the mentally or physically handicapped, chronically sick, disabled, or people who are addicted to drugs or alcohol.
* Employment connected with the provision of services to vulnerable adults i.e. accommodation and nursing or personal care in a care home or within a vulnerable adult’s home or services provided in an establishment catering for a person with learning disabilities.
* Employment concerned with the provision of health services, within the National Health Service or otherwise, which involve access to patients.
* Any occupation that concerns the management of an abortion clinic or of a private hospital or nursing home.
* Any occupation concerned with the management of an establishment for which registration is required by Section 37 of the National Assistance Act 1948.
* Any occupation for which a Certificate of Fitness to keep explosives is required.
* Firearms dealer.
* Any occupation requiring a licence, certificate, or registration from the Gaming Board of Great Britain.
* Director, controller, or manager of an insurance company

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