



## APPLICATION FOR EMPLOYMENT

### Merseyside Offender Mentoring Project Administrator

#### APPLICATION PROCEDURE

Please return your completed Application Form and Equality and Diversity Monitoring Form to:

**Email:** [recruitment@seftoncvcs.org.uk](mailto:recruitment@seftoncvcs.org.uk)

**Or by Post:**

Recruitment  
Sefton CVS  
3rd Floor, North Wing,  
Burlington House,  
Crosby Road North,  
Waterloo  
L22 OLG

Sefton Council for Voluntary Service wishes to ensure that comparison between applicants for posts is thorough, fair, and in line with our equal opportunities policy. It is essential therefore that you complete this application form fully as it will be used to assess whether you will be shortlisted for interview.

**Please do NOT enclose or refer to a separate C.V. as this does not form part of the assessment process and will automatically be discarded.**

Please use black ink or black type when completing this application.

**Please complete each section in full. You can expand the boxes where necessary, however the total length of your application must not exceed 13 pages. The font must not be reduced below 10pt**

## Personal Details

<b>Name</b>	
<b>Home Address</b>	
<b>Phone Number (day)</b>	
<b>Phone Number (evening)</b>	
<b>Email</b>	
<b>National Insurance Number</b>	
<b>If successful, how soon could you take up the post?</b>	
<b>Do you require a work permit to work in the UK?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Qualifications *(Academic and /or Professional)*

<b>Awarding Body</b>	<b>Details</b>

--	--

**Special Training** (Please give details of any training / short courses which you think are relevant to your application.)

<b>Details</b>

--

**Employment History**

*Please provide details of past and present work, **starting with the current or most recent.** This can be paid work, voluntary work, school placements, life experiences, and time spent caring for dependants etc.*

<b>Current / Most Recent Role</b>					
<b>Job Title</b>					
<b>Employer</b>					
<b>Start Date</b>		<b>End Date</b>		<b>Salary / Grade</b>	
<b>Address</b>					
<b>Main Duties / Responsibilities</b>					
<b>Reason for Leaving</b>					

**Additional Work Experience**

*Please provide details of other work, **starting with the current or most recent**. This can be paid work, voluntary work, school placements, life experiences, and time spent caring for dependants etc.*

<b>Details</b> Please include details such as Job Title, Employer, and a summary of your main duties and responsibilities	<b>Start date</b>	<b>End date</b>	<b>Reason for Leaving</b>

--	--	--	--

**References**

*(Please provide the names and addresses of two people who are willing to give references, one of whom must be your current or latest employer.)*

Referees will be required to comment on your competence, personal qualities and suitability for the post.

**Referee 1**

<b>Name</b>	
<b>Job Title</b>	
<b>Relationship</b>	
<b>Address</b>	
<b>Email Address</b>	
<b>Phone Number</b>	

**Referee 2**

<b>Name</b>	
<b>Job Title</b>	
<b>Relationship</b>	
<b>Address</b>	
<b>Email Address</b>	
<b>Phone Number</b>	

**Please note that referees will only be contacted if you are offered the post.**

## PERSON SPECIFICATION

***Please read the person specification carefully for this post and tell us about your skills & experience in each of the following areas. Expand the boxes and continue on to additional pages if necessary.***

### **Qualifications**

### **Experience**



**Ability, Skills & Knowledge**

**Personal Style and Behaviour**

## Relationships

**If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship**

## General

**Where did you see this post advertised?**

### **Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

Sefton CVS aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender, gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. The organisation undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

You are required to declare all current 'unspent' criminal convictions or cautions (including reprimands and final warnings). You are not required to disclose convictions or cautions which have become 'spent'.

As part of assessing your application, organisations will only take into account relevant criminal record and other information declared which is relevant to the position being applied for.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect to the nature of the position for which you are applying and the particular circumstances.

Are you currently bound over or do you have any current 'unspent' convictions or cautions (including reprimands or warnings) that have been issued by a Court of Court-Martial in the United Kingdom or in any other country?

Yes

No

If Yes, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing. You do not need to tell us about parking offences.

**Declaration:**

**I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sefton CVS shall treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. After initial assessment, Sefton CVS may keep your contact details on file pending suitable opportunities that may arise in the future. Please tick if you do not wish us to hold your details.**

## DISABILITY CONFIDENT EMPLOYER

Sefton CVS have been awarded the Disability Confident Employer accreditation, thanks to our commitment to the recruitment, employment, retention and career development of disabled people.

The Disability Confident Scheme includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job (please refer to the Person Specification).

### What we mean by disability

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

### How to apply

Simply complete the information requested below, sign the declaration and attach it with your application form.

<b>Do you require any reasonable adjustments at interview? (delete as appropriate)</b>	<b>Yes/No</b>
<b>If you answered Yes to the previous question, please give details below:</b>	

\* Any information you give will be treated in confidence.

### Declaration

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme.

<b>Name</b>	
<b>Date</b>	
<b>Signature</b>	

Any false declaration of disability to obtain an interview will subsequently invalidate any contract of employment.