



Community Lives Consortium

Area:

Post Ref:

Full Name:

.....

Interview Yes No

Interview Yes No

Interview Date:

Community Lives Consortium
24 Walter Road
Swansea SA1 5NN

Phone: (01792) 646640

Fax: (01792) 476436

Website: www.communitylives.co.uk

The Consortium does not accept CVs as part of its recruitment procedure

Working for Valued lives in the Community

APPLICATION FORM

Section 1 Personal Details

Guidelines

- A** Please write the post title in full, [as it was advertised] and the post reference number.
- B** Please specify your title and gender.
- D** Please give both your day and evening telephone numbers. If we need to telephone you at your place of work we will not identify in any way who we are or why we are calling.

Please Print

- A** Reference Number/ Title of Post _____
Available to take up employment (*date*) _____
- B** Name Forenames _____ Title [] Gender []
Surname _____
Date of Birth - -
National Insurance No. - - - -
- C** Address _____
Post Code _____
- D** Telephone [Evening] _____ [Mobile] _____
[Day] _____
- E** **Do you:-** Own a car? Yes No Have a current driving Licence? Yes No
Provisional Manual Automatic
Have you any endorsements? (give details) _____

If you need more space, please use Section 6 'Continuation Sheet'

Section 1 Personal Details

Guidelines

F If appointed to this post you will be required to complete a health questionnaire and you may be referred to our doctor for a medical.

Before signing this application form please ensure that all the information you provided is, to the best of your knowledge, correct at the time of completion of the form. If it is found that false information has been given, you may be liable to dismissal.

F Are you in good health? Yes No

Do you have any disability? Yes No

If yes, please give details: _____

Will you undergo a medical examination by a doctor if required? Yes No

G Where did you learn of this vacancy? _____

I certify that the information I have given in this form is correct to the best of my knowledge. I consent to the Consortium checking any information that I am unable to verify personally, where an offer of employment is being considered. (Any employee giving incorrect information on this application form maybe liable to instant dismissal).

Signature _____

Date _____

Please Print

If you need more space, please use Section 6 'Continuation Sheet'

Section 3 Work Experience

Guidelines

A Please write the full name of your current or most recent employer, their current address and telephone number, and the full title of the position you hold/held.

In the section '**Dates of Employment,**' if you are currently employed, write the date you started your job and also the period of notice your employer would require. If you are not currently employed write the date you started and left your last job.

If you wish to expand on any part of this section, please use the continuation sheet.

Please Print

A Current or most recent employment

Name of Employer _____

Address _____

Telephone Number _____

Place of Work _____
(If different from above)

Position Held _____ Salary _____

Dates of Employment _____ [Month & Year]

* Reason for leaving current employer _____ Notice required _____

* This Section must be completed

Brief Outline of Responsibilities _____

If you need more space, please use Section 6 'Continuation Sheet'

Section 3 Work Experience

Guidelines

A Please provide details of all previous employment, [if applicable] starting with the most recent one first.

If you have been in more than three posts, please detail them in the continuation sheet [section 6].

In the section '**Position held & Dates**' please indicate dates you started and left each job.

If you wish to expand on this part, for example your responsibilities in each one of your previous jobs and their relevance to the advertised post, please use, either section 4 or, the continuation sheet.

C Please outline any voluntary work you have undertaken since leaving school. This may include taking care of a sick or disabled relative or friend.

Lack of experience in voluntary work does not jeopardise your application.

Please Print

B Previous Employment

1. Name _____
Address of organisation _____
Position held _____ Salary _____ Reasons for leaving _____
Dates of Employment [Month & Year required] From _____ To _____

2. Name _____
Address of organisation _____
Position held _____ Salary _____ Reason for leaving _____
Dates of Employment [Month & Year required] From _____ To _____

3. Name _____
Address of organisation _____
Position held _____ Salary _____ Reasons for leaving _____
Dates of Employment [Month & Year required] From _____ To _____

C. Voluntary Work

If you need more space, please use Section 6 'Continuation Sheet'

Section 4 Other Information

Guidelines

A This section will help us consider your suitability for the post.

It is very important that you read the enclosed '**Person Specification**' carefully and then address all aspects of it to the best of your knowledge and ability, particularly areas deemed **Essential**.

There is no need to duplicate what the Person Specification states, simply illustrate how you meet **A,B,C**, etc. Try to demonstrate positively your ability in relation to the specification, referring to your previous experience, academic, professional, voluntary or personal life.

We also advise you to read the '**Job Description**' and make relevant points when completing this section.

Other information, i.e., life experiences you may bring to the job and any other information you feel you would like to tell us.

This section must be completed; Personal Curriculum Vitae will not be acceptable:

Please Print

If you need more space, please use Section 6 'Continuation Sheet'

Section 6 Continuation Sheet

Guidelines

Please use this space if you would like to expand on answers to any one of the questions throughout the application form where the space provided was inadequate.

Please indicate clearly, which question you are expanding on by referring to the section number [on top, right hand side of the sheet] and the part number [e.g. **A** or **B** etc.], for example 3C means part C of section 3, which is **Voluntary Work** in the **Work Experience** section of the application form.

Any other information about yourself that will help us consider your application?

Please print

Section 6 Continuation Sheet

'Continued'

COMMUNITY LIVES CONSORTIUM

Application for: _____

Full Name of Applicant: _____

Address: _____

Date of Birth: _____

FURTHER PARTICULARS

1. Previous Address: - _____

From: _____ (month & year) to: _____ (month & year)

2. Period of residence at present address: -

From: _____ (month & year) to: _____ (month & year)

3. Previous or other names: -

4. Place of Birth

5. Any other identifying particulars (e.g., height, eye colour, etc.): -

6. Previous convictions, bind-overs or cautions with dates: -

Declaration

I certify that the particulars given above are correct and I understand that incorrect or incomplete details or failure to disclose any convictions may preclude my application from further consideration and/or provide grounds for dismissal. I agree to make arrangements for a Criminal Records Bureau (CRB) check to be made if appointed to a post with the Consortium

Signed: _____ Date: _____

All Sections **MUST** be completed.

COMMUNITY LIVES CONSORTIUM

POLICY STATEMENT ON THE RECRUITMENT OF EX OFFENDERS

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Community Lives Consortium complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Community Lives Consortium is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Community Lives Consortium and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
- The nature of all positions within Community Lives Consortium allows us to ask questions about your entire criminal record. This covers any offences committed as a juvenile and includes cautions, reprimands and final warnings administered by the Police.
- We ensure that all those in Community Lives Consortium who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

If you are unsure about whether you need to tell us about any previous offence then please tell us so that we can discuss and consider the information.

Guidance for Disclosure Applicants

The following guidance for Disclosure applicants is designed to help answer any questions applicants may have about the service. The information has been prepared by the Criminal Records Bureau and included in the recruitment procedure for Community Lives Consortium (CLC).

- What is a Disclosure?

A Disclosure is a document containing information held by the police and government departments. It can be used by employers and voluntary organisations to make safer recruitment decisions. Disclosures are provided by the Criminal Records Bureau (CRB), an executive agency of the Home Office.

The Disclosure service offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for posts they are trying to fill. Disclosures will provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). If the position involves working with children, Disclosures will also contain details from lists held by the Department of Health (DH) and the Department for Education and Skills (DfES) of those considered unsuitable for this type of work. Depending upon the level of Disclosure, it might also contain information held by local police forces.

There are three levels of Disclosure: Enhanced, Standard and Basic (available Summer 2002).

- Enhanced Disclosures

These are for posts involving a far greater degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people. Examples include a teacher, scout or guide leader. Enhanced Disclosures are also issued for certain statutory purposes such as gaming and lottery licences.

This level of Disclosure involves an additional level of check to those carried out for the Standard Disclosure. An Enhanced Disclosure includes a check on local police records. Where local police records contain additional information that might be relevant to the post the applicant is being considered for, the Chief Officer of police may release information for inclusion in an Enhanced Disclosure. Exceptionally, and in a very small number of circumstances (typically to protect the integrity of current police investigations), additional information may be sent under separate cover to the Countersignatory and should not be revealed to the applicant.

- Standard Disclosures

These are primarily for posts that involve working with children or vulnerable adults. Standard Disclosures may also be issued for people entering certain professions, such as members of the legal and accountancy professions.

The Standard Disclosure contains details of all convictions held on the Police National Computer including current and 'spent' convictions as well as details of any cautions, reprimands or final warnings.

If a position involves working with children, the Disclosure will indicate whether information is held on government department lists, held by the DfES and the DH, of those who are banned from working with children. The Disclosure also includes information held by the DH of those considered unsuitable to work with vulnerable adults.

- Basic Disclosures

These are available for all types of employment and voluntary positions not covered by the higher-level Disclosures. This level of Disclosure contains details of convictions considered 'unspent' under the Rehabilitation of Offenders Act (ROA) 1974 and held on the Police National Computer. The Basic Disclosure is applied for by, and issued only to, the individual concerned. It is then the

individual's choice whether they show the Disclosure to an employer. It is not job-specific and may be used more than once.

Why have I been asked to apply for a Disclosure?

You may have been asked for a Standard or an Enhanced Disclosure because you will be working with children or vulnerable adults; or will be working in an establishment that is wholly or mainly for children; or will be working in healthcare; or have applied to be a foster carer, adoptive parent or childminder. There are also a number of other specified positions and professions for which a Disclosure can be required. To find out more please contact the CRB information line on 0870 90 90 811.

Can I refuse to apply for a Disclosure?

There is no general obligation to apply for a criminal record check. But other legislation may make it compulsory to check the lists held by the DH or the DfES of those who are banned from working with children. In either event, an employer may choose to withdraw the offer of a position if a candidate declines to apply for a Disclosure. You may wish to take advice from your employer, trade union or another qualified person in these circumstances.

What if I already have a Disclosure?

If you already have a Disclosure and would like to use it for a second position, you can ask if the organisation is willing to accept it. When making this decision they will take into account the length of time that has elapsed since that Disclosure was issued; the level of Disclosure; the nature of the position for which the Disclosure was issued; and the nature of the position for which you are now applying.

What if I have lived overseas?

If you've lived overseas for a substantial period of time, it may not be worth applying for a Disclosure, as the CRB does not generally have access to overseas criminal records. We can however, advise you on how to obtain equivalent information from the overseas authorities, where available. You may wish to discuss this with your prospective employer.

However, some organisations have a statutory duty to check a prospective employee against one or both of the lists held by the DH (those individuals considered unsuitable to work with children) and the DfES (those considered unsuitable to work in the teaching profession). Therefore, if you are a foreign national (with either a limited or no prior period of residence in the UK) and your prospective employer has a statutory duty to check the lists, you will be required to apply for either a Standard or Enhanced Disclosure. Applying for these higher-level Disclosures is the only way to check individuals against the lists held by the DH and DfES.

If, as a foreign national, you have also lived in the UK for a substantial period of time, a Disclosure may be required, in addition to any overseas information your prospective employer deems necessary.

How much will a Disclosure cost?

Community Lives Consortium will bear the cost of the Disclosure and pay directly.

The CRB will issue Standard and Enhanced Disclosures free of charge for volunteers.

How will I know which level of Disclosure is required?

Community Lives Consortium requires an Enhanced Disclosure as we support vulnerable adults.

How do I apply for a Disclosure?

Community Lives Consortium has decided to use an application form to apply for a Disclosure. You will therefore be asked to complete an application form to provide information that relates to you personally. This will help the CRB to confirm your identity.

Once you have completed the application form, please bring it to the person who asked you to apply for a Disclosure, together with any original identity documents that are requested. If you are offered a post then you will receive further information and an application form.

What information do I need to give?

You will be asked for your full name and any other name that you may have been known by; addresses where you have lived during the past five years; your date and place of birth; your national insurance number; and other information such as passport/driving licence details. This is not a complete list, as the questions asked will depend upon the answers you provide. The information requested is to ensure the applicant has given their true identity and current address.

The CRB is committed to compliance with the Data Protection Act. This means that any personal information that you submit to us will be protected. For full details, please telephone the CRB information line on 0870 90 90 811 and request a copy of our data protection leaflet.

Who will receive my Disclosure?

You will receive your Disclosure in the post. A copy of the Disclosure will also be sent to the person who countersigned the Disclosure application form. This person will have been registered with the CRB, and as such, has agreed to comply with the Code of Practice.

When will I receive my Disclosure?

The CRB aims to process 95% of Standard Disclosure applications within one week and 90% of Enhanced Disclosure applications within three weeks of the CRB receiving the completed application form, together with any additional information requested.

How do I know that the information contained on my Disclosure will be kept confidential?

Organisations using the Disclosure service must comply with the CRB Code of Practice, which is there to make sure the whole process works fairly.

Under the provisions of the Code, sensitive personal information must be handled and stored appropriately and must be kept for only as long as it is necessary. The Code of Practice is published on the Disclosure website, or you can request a copy from the person who asked you to apply for the Disclosure.

What if I have a criminal record that may not be relevant to the position for which I am applying?

Safeguards and guidelines have been introduced to ensure that conviction information is not misused and that ex-offenders are not treated unfairly. Ex-offenders will retain the protection afforded by the Rehabilitation of Offenders Act 1974. The Code of Practice for Registered persons and other recipients of Disclosure information will govern Registered Bodies' conduct and prevent abuse of the system.

The CRB is working with a number of organisations, such as the Chartered Institute of Personnel and Development (CIPD) and the National Association for the Care and Resettlement of Offenders (Nacro), who have produced guidance information for employers on this matter. Information can be obtained from the Disclosure website.

Can I challenge the information on my Disclosure if it is incorrect?

Yes. If you think that any information contained on your Disclosure is incorrect please contact the Disclosure dispute line 0870 90 90 778 immediately and ask about the dispute procedures.

For how long will Disclosures be valid?

Each Disclosure will show the date on which it was printed, therefore, the older the Disclosure the less reliable it is. However, there will be no expiry date. Some positions in the Consortium will require Disclosures to be obtained every 3 years.

Further information

If you would like more information about the Disclosure service or the CRB please contact:

Disclosure application line	0870 90 90 844
CRB information line	0870 90 90 811
CRB website	www.crb.gov.uk
Disclosure website	www.disclosure.gov.uk

(Telephone calls are charged at national rate. Calls will be recorded for security and may be monitored for training purposes).

If you need any more information about the recruitment arrangements in Community Lives Consortium please contact:

Wendy Evans)	
Sandra Jones)	All available on 01792 646640
Peter Thomas)	