



Supporting Disabled People in the Community

Reg Charity No 292517

Lisieux Trust – Guidance Notes for Job Applicants

Thank you for requesting details of this appointment. Lisieux Trust is pleased to enclose an application form together with a Job Description, Person Specification and other information which will assist you to complete your application.

Equality and Diversity

Lisieux Trust is committed to a policy of equality and diversity in employment. It aims to ensure that no job applicants or employee receives less favourable treatment on the grounds of gender, colour, race, ethnic or national origin, age, marital status, socio-economic background, disability, spiritual or political beliefs, family circumstances, sexual orientation or other irrelevant factor. The selection criteria and procedures adopted by Lisieux Trust should ensure that individuals are selected only on the basis of their relevant merits and abilities.

The Application Form

This is an eight page document; all pages **must** be completed in full.

The form requires you to sign a declaration certifying that all the information you have provided is accurate. Please note, that providing incorrect information, or deliberately omitting any information requested, may result in either disqualification from the selection process, or, if the discovery is made after appointment, summary dismissal.

The Detachable Equal Opportunities Form

This is required as part of the Lisieux Trust Equal Opportunities Policy. The information collected will form a confidential, statistical record which will not be used for any purposes other than monitoring Lisieux Trust's Equal Opportunities Policy.

The Job Description

This provides information regarding the duties required to perform the advertised job. It will normally describe the main purposes of the job and the tasks and duties to be performed within it.

The Person Specification

This is a summary of the main characteristics a person needs to perform the job. This aids the short-listing process and helps to avoid unfair recruitment, by ensuring that only relevant and reasonable selection criteria are used.

It is essential when completing the statement in support of your application, on page six, that you address all the points listed in the Person Specification, to show how your experience is relevant to the post, using examples to illustrate this. Each point on the Specification can be used as a heading in your statement. Additional sheets of A4 paper may be attached to your application if required. For photocopying purposes, it is **essential** that applications are typed or completed in **black ink only**. Completed applications should be returned in good time **before** the closing date, as applications received after this date cannot be considered, due to the timetabling of interview dates.

Application for Employment



Lisieux Trust
Supporting Disabled People in the
Community

Reg Charity No 292517

INTERNAL USE ONLY
APPLICATION No:

SHORTLISTED

Y	N
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IMPORTANT: Please read the Information for Applicants, in section 8, before completing and submitting this form. Complete **all** sections of the application form in **black ink** and **BLOCK CAPITALS**.

This form is available in alternative formats upon request.

1 About the job

Post Applied for:

Where did you see this job advertised?

Do you know anyone within Lisieux Trust?

If so, in what capacity?

2 Personal Details

Mr Mrs Ms Miss

Surname:

First Name[s]:

Home Address:

Postcode:

Email Address:

Daytime Telephone number:

Mobile Telephone number:

3 Other information

We are required to ask the following questions, for the purposes of monitoring our job application procedures, or in compliance with legal requirements.

• Do you hold a current, valid UK driving licence? Yes No Please state category:

Do you require any special arrangements to be made, to enable you to attend an interview?

Yes No If YES, what adjustments (if any) are required in order to accommodate you.

Are you related to any member of staff or any member of the Board of Trustees of Lisieux Trust?

Yes No If YES, please state to whom you are related and the nature of your relationship:

Criminal Record - This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975, therefore necessitating a submission for Enhanced Disclosure to the Criminal Records Bureau, to check for any previous criminal convictions. All offers of employment are subject to this check before appointment is confirmed. All candidates selected for interview are required to disclose criminal records. It is important to note that a conviction will not necessarily be a barrier to obtaining a position.

Do you have a criminal record?

Yes No If YES, please give details of dates and reasons:

4 Employment History

Please start with your most present employment. Briefly describe the main duties and responsibilities of your post, if you wish to expand on specific areas of responsibility, please do so in section 7: General Comments

(1) Employers Name and Address (Including post code):
Job Title:
Annual Salary & Benefits:
Notice Period Required:
Dates from – to:
Reason for Leaving:
Briefly describe your main duties and responsibilities within the above job:

(2) Employers Name and Address (Including post code):
Job Title:
Annual Salary & Benefits:
Dates from – to:
Reason for Leaving:
Briefly describe your main duties and responsibilities within the above job.

(3) Employers Name and Address (Including post code):
Job Title:
Annual Salary & Benefits:
Dates from – to:
Reason for Leaving:
Briefly describe your main duties and responsibilities within the above job.

(Please continue any additional employment history on a separate A4 sheet of paper, if necessary).

5 Education & Training

Please note: you will be required to provide evidence of your qualifications
(Continue on an additional sheet of A4 paper if necessary)

Name & Address of School/College/other:
Dates from – to:
Qualification/Awarding Body:

Name & Address of School/College/other:
Dates from – to:
Qualifications/Awarding Body:

Name & Address of School/College/other:
Dates from – to:
Qualification/Awarding Body:

Please note details of other courses attended:

Name & Address of School/College/other:
Dates from – to:
Qualification/Awarding Body:

Name & Address of School/College/other:
Dates from – to:
Qualification/Awarding Body:

6 References

Please supply names and addresses for two people from whom references may be obtained. One must be your current or most recent employer. A current employer will not be approached without prior permission until an offer of employment has been made. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

Name:	Name:
Position:	Position:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Can this reference be requested immediately? Yes <input type="checkbox"/> No <input type="checkbox"/>	Can this reference be requested immediately? Yes <input type="checkbox"/> No <input type="checkbox"/>

7 General Comments/Reason for Application

After reading the Job Description/Person Specification, please explain the nature and scope of your present job and any experience relevant to the appointment. If you are unemployed, or have no work experience, please indicate the qualities/skills that you possess relevant to the job for which you have applied. If you wish to provide further information, please continue on a separate piece of A4 paper.

8 Data Protection Notification

(Please read this carefully before signing the application)

The information you have provided in completing this application form will be used to process your application for employment. Lisieux Trust will confidentially keep the information that you have supplied and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

AUTHORISATION: I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

Signed..... Date:.....

I confirm that the information provided is correct and that any false or misleading information will give my employer the right to terminate any employment contract offered.

Signed..... Date:.....

I also confirm that I am legally entitled to work in the United Kingdom and if interviewed, will produce **one** of the following documents from the below list:

- A UK passport
- An EU passport or National Identity Card
- A UK residence permit issued by the Home Office
- An application registration card: issued by the Home Office to an asylum seeker, stating that the holder is permitted to take up employment

OR **two** from the following:

- An official document bearing a National Insurance number along with:
 - a Birth Certificate, or
 - a letter from the Home Office, or
 - an immigration status document
- A work permit, along with:
 - a passport, or
 - a letter from the Home Office

In either case, these documents must confirm the holder has permission to enter or remain in the UK and is additionally permitted to undertake the post and related contractual hours of employment.

Signed: Date:

All applications **must** be returned to **Lisieux Trust, 184 Sutton New Road, Erdington, Birmingham. B23 6QU**. It is acceptable to send a CV to accompany your application form/statement of support; however, CVs **will not be** accepted without a completed application form.



9 Equal Opportunity Monitoring

Lisieux Trust strives to be an equal opportunity employer and our Policy relating to this important subject is contained within the Employee Handbook. This Policy is so designed, to ensure that none of its employees, or prospective employees, receives less favourable treatment as a result of sex, disability, marital status, colour, race, age, spiritual/non-spiritual beliefs, creed or ethnic origin. Equally, our aim is to ensure that no such employee is disadvantaged by terms and conditions of employment which cannot be justified.

In order to monitor the effectiveness of the Policy and subsequent actions, Lisieux Trust needs to monitor the sex and ethnic origins of its employees, and to this end, your cooperation in providing the following information will further shape this Policy (Please tick the appropriate box). This form is immediately detached upon receipt and in advance of any short-listing or interview panel. If you do not wish to complete this form you are not obliged to do so.

Please tick this box if you do not wish to complete this section:

Are you: Male Female Transgender

WHITE:
 White British
 White Irish
 Other White Background (please specify)

BLACK or BLACK BRITISH:
 Black or Black British - Caribbean
 Black or Black British - African
 Other Black background (please specify)

ASIAN or ASIAN BRITISH:
 Asian or Asian British - Indian
 Asian or Asian British - Pakistani
 Asian or Asian British – Bangladeshi
 Chinese or Chinese British
 Other Asian background (please specify)

MIXED:
 Mixed - White & Black Caribbean
 Mixed - White & Black African
 Mixed – White & Asian
 Other mixed background (please specify)

OTHER:
 Other ethnic background
 Information refused

What is your Nationality?
 Do you require a Work Permit to work in the UK? Yes No

