**Recruitment Pack**

**POSITION Volunteer and Placement Coordinator, Warrington Store**

**CLOSING DATE Thursday 31st January 2019**

**START DATE For discussion with successful candidate**

**\*\*There is a possibility of more hours being available but at our Ellesmere Port Store (not yet open), so the ability to drive and be location flexible would be an advantage\*\***

# Application Form

###### Section One – PERSONAL DETAILS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title | | | | | | | |
| First name/Personal Name | | Last name/Family Name | | |  | | |
| Address | | | | | | | |
| CONTACT DETAILS | | | | | | | |
| Private | Business | | Mobile | | | E-Mail | |
| National Insurance Number: | | | | | | | |
| *Are you legally entitled to work in the UK?* | | | | Yes | | | No |
| Asylum and Immigration Act 1996:  In line with the Asylum and Immigration Act 1996 we have to ask for proof of your right to work in the UK. Therefore if you are invited to an interview bring with you one of the following:   1. Evidence of National Insurance number e.g. P45, P60 or old pay slip 2. Passport, Work Permit, Certificate of Registration 3. Naturalisation as a British Citizen | | | |  | | |  |

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| Do you have any unspent convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)  Give details |

###### Section Two – EDUCATION / TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary Education | Date | | Examinations and Results |
| From | To |
|  |  |  |  |
| Further and Higher Education Establishments | Date | | Examinations and Results |
| From | To |
|  |  |  |  |
| Other Education/Training | Date | | Examinations and Results |
| From | To |
|  |  |  |  |

###### Section Three – EMPLOYMENT HISTORY

|  |  |
| --- | --- |
| Current / Most recent employer | |
| Employer | |
| Type of business | |
| Address | Start date |
| Finish date |
| Job Title |  |
| Reason for leaving | |
| Type of Work you did | |

**Other employment –** use this space to briefly detail other employment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Post/Employer | From | To | Duties | Salary | Reason for leaving |
|  |  |  |  |  |  |

###### Section Four – ADDITIONAL INFORMATION

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| Using the space below, explain why you want to work for Changing Lives in Cheshire  Using the job description, please detail your suitability for the post you have applied for. Supporting evidence may include, interests or skills developed through experiences other than in the workplace. Include a continuations sheet if necessary |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Community / Voluntary experience | | | | |
| Name and address of organisation | From | To | Position | Duties |
|  |  |  |  |  |

#### REFERENCES

|  |  |  |  |
| --- | --- | --- | --- |
| Please give details of two referees. At least one must be your current or most recent employer. These should not be friends or relatives, and they should be aware that you are using them as a referee. References will normally be taken up at the short-listing stage, if you would prefer them not to be approached unless successful at interview please tick the box. | | | |
| Name |  | Name |  |
| Position |  | Position |  |
| Company |  | Company |  |
| Address |  | Address |  |
| Tel. No. |  | Tel. No. |  |
| Relationship |  | Relationship |  |

#### EQUALITY & DIVERSITY RECRUITMENT POLICY

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| --- |
| The aim of the policy is to select and appoint staff with appropriate skills and experience through a methodical selection process free from discriminatory bias and soundly based on the principle of equality of opportunity. |

#### DECLARATION

|  |
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| I declare that the information contained in this form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading CLiC reserves the right to dismiss me from my employment.  Signed: Date: |

*Changing Lives in Cheshire invites applicants from all members of the community, irrespective of sex, marital status, race, religion, disability, sexual orientation or age.*

**Conditions of Service**

|  |  |
| --- | --- |
| **Hours** | The basic working week is 37.5 hours and the hours of work will be stipulated in the letter of appointment. |
| **Probation Period** | A minimum of three months for all employees. All probationary periods are extendable at the Company’s discretion |
| **Notice** | The minimum period of notice of resignation required from employees is one week during the probation period and one month thereafter. |
| **Method of Payment** | Salaries are paid on the 28th of each month, or the preceding Friday where the 28th falls on a weekend or bank holiday. You will be required to have an account with a bank or other organisation which can accept a direct payment. |
| **Annual Leave** | Leave entitlement is 28 days including bank holidays |
|  |  |
| **Pension** | You will become a member of the Pension Scheme after initial probation period has ended |
| **Smoking** | A no smoking policy is in operation inside any buildings or vehicles |
| **Equal Opportunities** | All staff must be aware of the equal opportunities policy and be willing to put it into practice. |

**Immigration, Asylum & Nationality Act 2006 Prevention of Illegal Working**

Under the terms of the Immigration, Asylum & Nationality Act 2006, all employers in the UK are required to make basic checks on everyone they intend to employ. By checking and copying certain original documents belonging to the potential employee, the Trust can ensure a statutory defence against conviction for employing an illegal worker.

Where a prospective employee does not have the right to work in the UK without Home Office permission, any offer of employment will be conditional on the receipt of a certificate of sponsorship.