**soundLINCS**



**Application For Employment**

**Information for applicants**

**CVs will not be accepted.**

All sections of the form must be completed.

Other than your Personal Statement, which may be typed and enclosed separately, this

application form should be completed in your own handwriting using black ink.

If you are unable to do this please contact the **Executive Assistant** for advice.

Please read the enclosed guidance notes for more information.

|  |  |
| --- | --- |
| Position applied for: Media & Communications Intern | |
| Advert Reference: SJS/UL/18 | Applicant No: SJS/MC/18 |
|  | Closing date: 9am on Tuesday 8th May 2018 |
| How did you find out about the vacancy: | |

**Education** Applicants offered a post will be asked to verify their qualifications on appointment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary schools and/or colleges attended | Full or part time | From | To | Exams passed and qualifications gained (including NVQs),  including grades |
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**Training (e.g. short courses; further development)**

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| --- | --- | --- |
| Course title | Date | Qualification/certification (as appropriate) |
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**Please be advised that you will need to bring all original documentation at interview**

Membership of organisation or professional body and date of admission

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation | Date | Any Position held | Details |
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**Present/most recent employment** (this may be paid or unpaid or self-employed). Start/End dates should be as specific as possible, month/year as a minimum. **Where self-employed, give as much detail as possible.**

|  |  |
| --- | --- |
| Job Title: | Salary: |
| Brief description of job and main duties. If self-employed, give details of nature /range of work and client types. | |
| Start date in this job: | End date (if appropriate): |
| Name and address of employer:  Post code: Telephone no: | |
| How much notice do you need to give? | |
| Reason for leaving (if appropriate) | |

**Present/most recent employment** (this may be paid or unpaid or self-employed). Start/End dates should be as specific as possible, month/year as a minimum. **Where self-employed, give as much detail as possible.**

Please put most recent job first. (Any gaps in employment history since leaving full time education must be explained. Any dismissal or redundancy must be clearly stated). **Please continue on an additional sheet if necessary.**

|  |  |
| --- | --- |
| Name and address of employer: | |
| Job Title and Main Duties. If self-employed, give details of nature /range of work and client types. | |
| Dates of employment: | Start Date: End Date: |
| Reason for Leaving: | |
| Final Salary: |  |

|  |  |
| --- | --- |
| Name and address of employer: | |
| Job Title and Main Duties. If self-employed, give details of nature /range of work and client types. | |
| Dates of employment: | Start Date: End Date: |
| Reason for leaving: | |
| Final Salary: |  |

**Further information – Personal Statement**

Please say how your skills, knowledge and previous experience, whether paid or unpaid, are relevant to this post. Please also include a section of between 300 – 500 words that outlines what you would bring to soundLINCS with reference to the person specification. You should refer to these and the enclosed guidance notes when completing this sheet.

**Please continue on a separate sheet if necessary.**

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#### References

soundLINCS is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. It is **soundLINCS**’ practice to take up references prior to interview. Please give the name and address of two referees from whom **soundLINCS** may seek information regarding your suitability for employment. If you are currently employed, one of the referees must be your current/most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends (see guidance notes).

|  |  |  |
| --- | --- | --- |
| Name: | | Name: |
| Address: | | Address: |
| Tel No. (Incl. area code): | | Tel No. (Incl. area code): |
| Fax: | | Fax: |
| E-mail: | | E-mail: |
| Job title: | | Job title: |
| If you have strong objections to a referee being contacted prior to interview, please indicate your reasons here: |  | |

**Sickness absence**

|  |  |  |
| --- | --- | --- |
| How many days have you taken within the last 24 months? |  | Days |
| How many periods of sickness: |  | Number |

**Convictions**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do you have a current Enhanced DBS Check? | | | | | Yes | | No |
| Date: | | |
| Do you have any 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)?  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to a discloser to employers and cannot be taken in to account.  Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website | | | | | Yes | | No | |
| Please supply details:  The post you are applying for is subject to an Enhanced **DBS disclosure** and you must provide details as outlined above. | | | | | | | | |
| Have you been subject to any child protection concerns and if so, what was the outcome of any enquiry or disciplinary procedure?  Please provide the name and address of your employer at the time of these issues. | | | | | | | | |
| **Issue/Concern** | | **Date** | **Offence** | **Outcome** | | | | |
|  | |  |  |  | | | | |

**If you are a foreign national you will be required to obtain a Certificate of Good Conduct from the national embassy in the UK if you are successful before you are able to actively work for the company.**

**If you are a UK national, but have lived or worked abroad for a period greater than 3 months, you will be required to obtain a Certificate of Good Repute or Letter of Good Conduct from the home embassy of the country in which you lived or worked, if you are successful before you are able to actively work for the company.**

This post is exempt from the Rehabilitation of Offenders Act 1974 which gives individuals the right not to disclose details of old offences as they are deemed to be "spent". However, for some jobs employers are allowed to ask about these offences. Please note that a conviction is not necessarily a bar to recruitment

Certain jobs, such as those working with children or vulnerable adults, will require a check on previous convictions [including those deemed to be spent], plus details of any cautions, reprimands or warnings. Due to the nature of its work, **soundLINCS** operates a policy of requiring enhanced disclosures to be obtained.

**soundLINCS** will follow the Disclosure and Barring Services Code of Practice concerning the use of information gained from the Disclosure Service, which ensures that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

**Declaration:**

**I declare that I am not on the Disclosure and Barring Services Barred Lists (previously List 99, POCA, POVA, ISA Lists); I am not disqualified from working with children nor subject to sanctions imposed by a regulatory body.**

**Signed………………………………………………………….......................**

**Print Name: …..........................................................................................**

**Dated: …………………………………………………………………………..soundLINCS Application Form - Personal Details**

**Do not detach this sheet from the rest of the form.**

**soundLINCS** is an Equal Opportunities employer and is working towards making sure that the workforce fairly represents all sections of the community. To help us do this, we will detach this sheet before it is sent to a shortlisting panel and an applicant number will identify applicants only. All the information on this sheet is strictly confidential.

|  |  |
| --- | --- |
| **Position Applied For:** Media & Comms Intern | **Applicant no:** (for office use only) SJS/MC/18 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: (Please tick) | Mr | Mrs | Miss | Ms | Dr | Other |

|  |  |
| --- | --- |
| Name:  Address:  Post code: | |
| Surname at birth (if different): |  |
| Any other surname used: |  |
| Any other forenames used: |  |
| Date of Birth: |  |

|  |  |
| --- | --- |
| Telephone numbers (incl. area code): | Daytime: |
| Evening: |
| Text phone (Minicom): |
| Mobile: |
| e-mail address: |  |

|  |  |  |
| --- | --- | --- |
| Are you applying for this job on a job share basis? | Yes: | No: |

|  |  |  |  |
| --- | --- | --- | --- |
| National Insurance No: | Gender: | Male : | Female: |

|  |  |  |
| --- | --- | --- |
| Disability: | | |
| **soundLINCS** welcomes applications from people with disabilities: | | |
| Do you consider yourself to have a disability: | Yes: | No: |
| Do you have special requirements in relation to your interview arrangements: | Yes: | No: |
| If yes please give details): | | |

|  |  |  |
| --- | --- | --- |
| Are you a foreign national? | Yes | No |
| If yes, do you have a Certificate of Good Conduct from the national embassy in the UK? | Yes | No |
| Are you a UK national who has lived or worked abroad for a period greater than 3 months? | Yes | No |
| If yes, do you have a Certificate of Good Repute or Letter of Good Conduct from the home embassy of that country? | Yes | No |

|  |  |  |
| --- | --- | --- |
| If the job details indicate that the use of a car is required do you have: | | |
| A car available for work: | Yes | No |
| A current driving licence: | Yes | No |
| Any previous motoring offences? | Yes | No |
| If yes please give details: | | |

Please state below if you are related to or have a personal relationship with any employee of the Company (including the Board of Trustees):

|  |  |  |
| --- | --- | --- |
| Name(s) |  | Relationship: |

‘I declare that the information contained in every section of this application is correct and that I have completed this application in my own handwriting’.

|  |  |  |
| --- | --- | --- |
| Signed: |  | Date: |

Any false claim may make this application void. If employment has begun, you may be dismissed.

Please return the completed application form to:

Shelley Spink

Executive Assistant

**soundLINCS**

soundHOUSE

18 St Martins Lane

LINCOLN LN2 1HY

Email: shelley@soundlincs.org

All information on this form is managed and stored in accordance with the General Data Protection Regulation and the Data Protection Act 2018

**Guidelines on the Application Form**

Thank you for your interest in applying for a job with **soundLINCS.**

Please do not send a CV. It will not be accepted because all relevant information should be provided on the application form, although you may attach additional sheets if there is insufficient space on the relevant sections of the form.

**We’ve put the following notes together to help you fill in your application form as effectively as possible, and you are advised to read them before you start.**

**Equality of opportunity**

**soundLINCS** is an equal opportunities employer and particularly welcomes applications from groups currently under-represented in the workforce. It is essential that we monitor the effectiveness of our policy, and to help us do this we appreciate your co-operation in completing all sections of the personal details form. This information will not be used when short-listing, and all information will be treated in the strictest confidence.

Do not send information which includes your name or other personal details, and if you include additional sheets to give further information on any of the sections on the application form, use the applicant number on the front of the form rather than your name to identify them. Do not include references or pictures of yourself.

**Equality of information**

All applicants will receive the same information about the job, and all applicants are invited to phone for an informal discussion about the job prior to applying for it. This may help you decide if you meet all the criteria and whether you want to proceed with an application.

**Understanding the job**

The job advertisement gives brief details about the job, but you should also read the job description, which is included with the application form. The job description gives the duties in more detail. The Job Specification lists ‘Qualities and Experience’ required for the post. These show the knowledge, skills and experience needed to do the job. All this information should give you a clearer idea of what the job is about, and you can then decide whether you want to submit an application.

**Completing the application form**

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you provide on the form will be used to decide whether you will be invited to interview. All applicants, from both internal and external candidates, are considered against the criteria contained in the job description.

Applicants must either meet at least all the essential criteria or demonstrate how they meet the areas of competence outlined in the job description to be considered for interview for the job in question. If there are a large number of applicants, the desirable and advantageous criteria will also be considered. It is therefore extremely important that you indicate how you meet all the essential criteria and as many of the other criteria or fully demonstrate your competence as possible so we have a full picture of your skills, experience and ability.

If you need to continue on a separate sheet for any of the sections please do so, making sure that the additional information for each section is clearly headed, e.g. “Training”. Please put your applicant number on any additional sheets so that they can always be linked to the main form – this can be found on the front page of the form.

Please explain any gaps in your employment history.

Please send the completed application form to the address shown on it and NOT to any other address supplied with the job details or in the advert.

## Convictions and Disclosure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences as they are deemed to be “spent”. However, for some jobs employers are allowed to ask about these offences.

Certain jobs, such as those working with children or vulnerable adults, will require a check on previous convictions [including those deemed to be spent], plus details of any cautions, reprimands or warnings. Where disclosure is appropriate, the application form will indicate the level required for the job in question.

**soundLINCS** will follow the Disclosure and Barring Services Code of Practice concerning the use of information gained from the Disclosure Service, which ensures that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

**References**

If you are in paid employment, your current employer should be named as someone we can approach for a reference. References will be taken up prior to interview. If you have strong objections to any referee being approached at this stage please indicate in the space provided. No appointment will be made without satisfactory references being received.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you have not been employed before, you should give the names of referees who will be able to comment on your skills and abilities, such as teacher, lecturer, or other professional person who is not a friend or a relative.

You should ask permission from your proposed referees prior to naming them.

# Right to work

All employers must ensure that they only employ people who have a right to work in this country. Successful applicants not currently employed by **soundLINCS** will have to produce either a P45 from their last employer, a document from the Benefits Agency or Employment Services or any other appropriate official document before their first day of employment.

**Late applications**

The completed application form must reach us by the stated closing date. Late applications may not be considered unless there are exceptional circumstances.

**Complaints procedure**

If you feel you have not been treated fairly you can write to the Chief Executive Officer who will investigate your complaint. We will provide a written reply and if something has gone wrong we will say so and try to put it right. Such complaints should normally be made within three months of the incident arising.

Please note that complaints can only be raised about the application of the recruitment and selection policy, not about the appointment decision.

NB It may be useful to take a copy of the application form for future reference.