

Application

For employment

Position you are applying for:	
Location:	

Personnel Department

Together Trust Centre
Schools Hill
Cheadle, Cheshire
SK8 1JE

t: 0161 283 4828

e: jobs@togethertrust.org.uk

www.togethertrust.org.uk

Registered charity number 209782

Data Protection Act

The information provided within this application form may be used for statistical analysis and to obtain references from past and current employers. For applicants joining the Together Trust, the information provided will be used to administer the Together Trust's operations in connection with their employment. Unsuccessful applications will be destroyed after six months.

Equality and diversity

The Together Trust is committed to treating all individuals equally in all aspects of its work, and will endeavour to promote Equal Opportunities with all organisations and individuals with whom it works. The Together Trust therefore welcomes applications from all sections of the community regardless of their racial, ethnic or national origin, religion or beliefs, disability, sexuality, age or responsibilities for dependents.

Interviews

Shortlisted applicants will be asked to provide the following at interview:

- Relevant qualification certificates or appropriate documentary evidence of training courses attended
- Driving licence (if applicable)
- Evidence of professional membership, e.g. GSCC, Care Council for Wales, GTC, IFL, HPC.

Proof of identity and current address by providing:

- Passport or Photo driving licence, including counterpart
- Birth certificate
- Two recent utility bills from different providers e.g. gas, electric, telephone, or bank or credit card statement
- Ordinary driving licence and one passport-sized photograph.

Safeguarding

The Together Trust is committed to keeping children and vulnerable people safe and will stringently follow procedures to endorse this; therefore safeguarding children and vulnerable people is a priority for all employees.

Criminal Records Check

Where employment in the Together Trust brings you into contact with children, vulnerable young people or adults, any offer of employment will be subject to an Enhanced Criminal Records Check that is satisfactory to the Together Trust. The Together Trust will carry this out by asking successful candidates to complete a Disclosure Application Form, which on completion is returned to the Personnel Department and then forwarded to the Criminal Records Bureau. Some of the documents detailed above, such as your passport or photo driving licence, will be required to be seen by nominated Together Trust staff in carrying out this process. If you do not have either of these documents then a passport-sized photograph, together with your birth certificate, ordinary driving licence or two documents (from different providers) which confirm your current address will be requested. The Together Trust will meet the cost of this check.

The Together Trust follows the CRB's code of practice, a copy of which is available on request from the Personnel Department, or via the Direct Gov website (www.direct.gov.uk).

Please note that applicants who do not hold a UK passport and/or have not lived in the UK for at least five years will be required to obtain the appropriate disclosure or police check from their country of origin or country(s) last resided in.

If you have any queries regarding this process then please contact the Personnel Department at the Together Trust Centre.

Please note that all convictions, pending prosecutions, cautions, reprimands, bindovers and warnings which come into effect after starting work with the Together Trust must be notified immediately to the appropriate Senior Manager, Director or the Personnel Manager.

Right to work in the UK

The Together Trust is not a registered sponsor for Tier 2 workers and if you do not currently have the right to work in the UK you will need to identify some basis of obtaining a right to work in the UK which is other than through sponsorship via Tier 2. Shortlisted applicants will be asked to provide proof of their right to work in the UK at interview.

Offers of Employment

All offers of employment will be subject to the receipt of references that are satisfactory to the Together Trust, one of which must be your current or last employer. You should also provide details of someone, such as your supervisor or line manager, who is able to comment on your suitability for the post. **Please note that references from your spouse or partner, or members of your family are not acceptable.** The Together Trust reserves the right to take up references in respect of any previous employment, paid or unpaid, without further notification to you.

In addition to the Criminal Records Check detailed above, applicants for employment in the residential homes should not be disqualified from caring for children under The Disqualification for Children's Regulations 2002 (see enclosed Disclaimer Form) nor should a referral have been made to the Independent Safeguarding Authority (ISA) resulting in you being barred from working/volunteering with children, young people and/or vulnerable adults.

Please note that if we do not contact you within four to six weeks of the published closing date, or in the absence of a closing date, the date on which you submitted your application, then you have not been shortlisted for interview. All applications are, however, kept on file for six months and will be considered for future vacancies within the Together Trust as and when they occur. Within this six month timeframe, should you see other vacancies for which you would like to be considered then please contact the Personnel Department at the Together Trust Centre.

In the meantime, may we take this opportunity to thank you for your application and for your interest in the Together Trust.

Personnel Department

Together Trust
Schools Hill
Cheadle
Cheshire
SK8 1JE

Recruitment hotline: 0161 283 4828

Applicants full name	
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Present or last employer				
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Dates		Name and address of present or last employer, nature of business and your reason for leaving	Position held	Salary on leaving
From (mm/yy)	To (mm/yy)			

Notice required		Current pay scale and spinal column point (National pay scales such as Teachers/AoC/Agenda for Change)	
Professional membership eg. Teachers/GSCC reg. no.		Are you a current driver with a full licence and access to a vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Employment history since leaving full-time education				
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Dates		Name and address of last employer, nature of business and your reason for leaving	Position held	Salary on leaving
From (mm/yy)	To (mm/yy)			

All gaps in your employment must be accounted for

Dates		Please provide details of any time not spent in employment or education, including periods of unemployment.
From (mm/yy)	To (mm/yy)	

Education

Secondary/higher education

Short-listed candidates will be asked to provide original qualification certificates where relevant, including secondary school qualifications in maths and English where applicable.

Dates		School/college	Certificates/qualifications awarded and dates
From (mm/yy)	To (mm/yy)		

Other qualifications/professional memberships/relevant courses and dates

Please provide details of any language(s) and degree of fluency you may have, including sign language

Date achieved or date attended	Qualification/professional membership/relevant course

Personal statement

Please give details of your experience, skills or knowledge which you consider support your application, including your ability to meet the essential requirements of this post as detailed in the job description/person specification.

Continue on a separate sheet if necessary (max two A4 sheets)

Other experience in support of your application

Continue on a separate sheet if necessary

References Please provide three references, one of which must be your present/last employer. You should also provide details of someone, such as your supervisor or line manager who is able to comment on your suitability for the post for which you are applying. **Please note that references from your spouse or partner, or members of your family, are not acceptable**, and that we may also take up reference in respect of any previous employers from those provided without further notification to you.

1. Present/last employer I do not wish my present/last employer to be approached at this stage

Name		Job title	
Company name and address		Relationship	
		Telephone no.	
Postcode		Email	

2.

Name		Job title	
Company name and address		Relationship	
		Telephone no.	
Postcode		Email	

3.

Name		Job title	
Company name and address		Relationship	
		Telephone no.	
Postcode		Email	

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

If you have any Court convictions or a police record of any description, you should include details of these with this application form, or detail them separately in a letter addressed to the Personnel Manager, marked "Private and Confidential". Please note that a criminal record will not necessarily be a bar to obtaining employment with the Together Trust.

This post is one where you must disclose all convictions, pending prosecutions, cautions, reprimands, bindovers, warnings – including those that are considered spent.

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Further information

Are you related to any person employed by, or connected with the Together Trust (formerly known as the Boys and Girls Welfare Society) including children, young people and young adults in receipt of a service from the Together Trust, and if so in what capacity?

Name		Job title	
Relationship			

Direct/indirect canvassing in relationship to this application will render you liable to disqualification

I declare that the information given on this form is complete and current to the best of my knowledge and I understand that any deception will render me liable to instant dismissal if discovered after my appointment.

Signature of applicant		Date	
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If you return this form by email without signature you will be assumed to have accepted the above declaration.

Equal opportunities monitoring form

The Together Trust is committed to becoming an equal opportunities employer. As part of this process, we need to monitor our recruitment process. It would be very helpful if you could complete the following information which relates only to monitoring NOT selection. On receipt it will be separated from the application form BEFORE shortlisting takes place.

Application for the post of			
Where did you see the post advertised?			
Last name		Title	
Forenames(s)		Preferred name	
Address	Telephone (day)		
	Telephone (evening)		
Postcode		Mobile number	
Email address			

Do you currently have the right to legally live and work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If YES, is your permission to live and work in the UK time limited?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If NO, please explain the basis upon which you believe you will be able to live and work in the UK legally.
If YES, please provide full details of your current immigration status, renewal dates and any other relevant information.			

Please give the following information about yourself:

Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of birth	
National Insurance Number				
Do you hold a full driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Have you any driving convictions/penalty points? (if yes please give full details below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Nationality	British <input type="checkbox"/>	Other <input type="checkbox"/>		
How would you describe your ethnic group? (please tick/complete as appropriate)				
White: <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other White background (please specify)	Asian/Asian British: <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian background (please specify)	Mixed: <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Other mixed background (please specify)	Black/Black British: <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other Black background (please specify)	Chinese or other ethnic group: <input type="checkbox"/> Chinese <input type="checkbox"/> Any other background (please specify)

**Everybody deserves an equal chance in life.
There are no exceptions.**

This includes those with behavioural challenges, learning difficulties, physical disabilities, complex health needs and autism spectrum conditions. Each one has the ability and the right to experience joy, happiness and hope.

At the Together Trust we do everything in our power to make that happen and we've been doing it since 1870. We continue to meet the needs of thousands of children, young people and adults in the North West and beyond.

There is nothing more rewarding for us than seeing someone break through their barriers and take control of their life.

For further information contact:

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together
trust

care • education • support • since 1870

Pre-employment health questionnaire

Please complete this form and return it with your application form. The health questionnaire will be separated from the application form BEFORE shortlisting takes place.

The work at the Together Trust for those working directly with the service users can on occasion be physically demanding. Staff working in these areas must be able to undertake the requirements of the job in full, together with the requisite training.

For the safety of staff and the services users, training will be provided to assist you carry out your role, specifically the Movement and Management of Loads and People, Emergency First Aid and PROACT SCIPr-UK® training (this will provide you with the skills to carry out the sometimes necessary safe holds in a non-threatening way). Employees are required to fully participate in all training. The Together Trust therefore needs the following information:

All applicants		
1.	Are you undergoing treatment of any kind, including medication, which may prevent you from carrying out your role with Together Trust and/or attend and participate in the necessary training?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Do you require any adaptations to be made in order for you to attend interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Would you foresee the need to make any reasonable adjustments to facilitate your performance at work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Educational staff only		
4.	The Education (Health Standards) (England) Regulations 2003 state that employers must ensure that a person has the health and physical fitness to teach, as well as staff that undertake an activity which is ancillary to the provision of education. Have you ever had any illness, medical problem or disability that may currently affect your ability to work safely as a teacher or undertake an activity which is ancillary to the provision of education?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have answered YES to any of the above questions please provide further details in a letter addressed to the Personnel Manager, marked "Private and Confidential".

Candidates should note that:

- Having a disabling condition does not necessarily preclude you from working for the Together Trust. However you should make the Together Trust aware of any adaptations required to enable you to undertake the work.

Please note that this includes Dyslexia. If you have not had an assessment, or at least a recent assessment, this can be provided by the Together Trust and the necessary support put in place to assist you to carry out your role.

Additional medical information for staff, specifically working in residential, domiciliary and education

- Together Trust staff are responsible for keeping their inoculations up to date. It is recommended specifically that all staff are immunised against Tetanus (a series of five injections before leaving school).

Is your Tetanus immunisation up to date?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
When was it last updated? (please provide date):		

- For staff who are involved in assisting children, young people and adults with their personal care and/or who may be exposed to body fluids, it is advised that they have Hepatitis B immunisation via their GP (a series of three injections over six months). If required, a letter from the Together Trust can be provided to confirm this recommendation. Reimbursement of any costs will be made on production of a receipt.

Have you been immunised against Hepatitis B?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date of immunisation:		

Please note that:

- The consequences of misrepresentation or non-disclosure may include the termination of your employment.
- If you do commence work with the Together Trust and subsequently commence treatment and/or medication that is likely to interfere with your work practice or ability to undertake your duties, it is essential that you inform your manager immediately and complete an Employee's Medical Information Sheet.

Your answers to this questionnaire will be CONFIDENTIAL to Personnel and will not be given to anyone else without your written permission. Our aim is to support and maintain the physical and mental health of all people at work. The purpose of the questionnaire is to see whether you have any health problems that could affect your ability to undertake the duties of the post you have applied for or place you at any risk in the workplace. If you are successful at interview, reasonable adjustments or appropriate assistance may be recommended. You may be invited to attend a meeting to discuss the information you have disclosed.

Name (please print):

Signed: **Date:**

IF YOU RETURN THIS FORM BY EMAIL WITHOUT A SIGNATURE YOU WILL BE ASSUMED TO HAVE ACCEPTED THE ABOVE DECLARATION

Disclaimer form

The disqualification from Caring for Children Regulations 2002 apply to anyone wishing to foster children. However, by virtue of section 65 of the Children Act 1989, as amended by the Care Standards Act 2000, a person who is disqualified from fostering is also disqualified from carrying on or being concerned in the management of, or having any financial interest in, a children's home, and may not be employed in a children's home, without the consent of the Care Quality Commission or Care for homes in England and Care and Social Services Inspectorate Wales (CSSIW) for homes in Wales.

The Regulations set out grounds for disqualification from caring for children.

These fall into four main areas:

1. Where a care or similar order has been made with respect to his/her child, or so as to remove a child from his/her care

2. Where the person has been convicted of any offence against a child within the meaning of Section 26(1) of the Criminal Justice and Court Services Act 2000 or any other offence involving bodily harm to a child
3. Where the person has been refused registration, or had any such registration cancelled in respect of a children's home, day care provision or for childminding
4. Where a prohibition has been imposed upon him/her in respect of private fostering.

The Care Quality Commission or Care and Social Services Inspectorate Wales (CSSIW) would also have to be consulted before employment could be considered for any person with convictions for criminal offences, which must be disclosed at the point of application.

I have read and understood the above and declare that I am not disqualified from caring for children under The Disqualification for Children's Regulations 2002 nor has a referral been made to the Independent Safeguarding Authority (ISA) resulting in me being barred from working/volunteering with children, young people and/or vulnerable adults.

Name (please print):

Signed:

Date:

IF YOU RETURN THIS FORM BY EMAIL WITHOUT A SIGNATURE YOU WILL BE ASSUMED TO HAVE ACCEPTED THE ABOVE DECLARATION