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## How to apply

The application form and job description can be provided in different formats, including a download from this site, by email or through the post. The downloaded application form is in a PDF format which can be typed in to and saved. Please contact a member of the Personnel Department on 0161 283 4848 should you encounter any problems with this or have any questions over the application form or recruitment process.

All completed applications must be returned to the Personnel Department by the closing date shown on the advert. We cannot accept CV's and therefore your application must show all information about you and how you meet our requirements. When completing your application form you should demonstrate the extent to which your education, experience, knowledge and skills meet the requirements identified in the job description and person specification.

Please ensure that when completing your application you provide details of all employment (including any voluntary work) since leaving full time education and include months and years spent in each position ensuring there are no gaps in your employment history.

It is also a requirement that you provide three employment referees, one of whom must be your current employer and none must be related to you. If you are struggling to provide three employment referees, you can provide a character referee. Please ensure when providing these referees that you give a full postal address, including post code and if possible an email address. Work related references must show business address. Failure to do so may result in your pre employment checks and any offer of employment being delayed. Where possible the Together Trust will try to obtain references at the interview stage but will not contact your current employer without your permission.

Would you please ensure that if you are posting your application the correct postage is used. The first class postage for the application form and enclosures of up to three pages is a minimum of 61 pence.

Please note, should you be invited to interview you must be able to provide proof of your right to work in the UK to comply with the Immigration, Asylum and Nationality Act 2006. You will also be asked to provide relevant qualification certificates, proof of identity (including photo ID) and current address. The Together Trust is not a registered sponsor for Tier 2 workers. Therefore if you do not currently have the right to work in the UK you will need to identify some basis of obtaining that right which is other than through sponsorship via Tier 2.

Where employment in the Together Trust brings you into contact with children or vulnerable young people/adults, any offer of employment will be subject to an Enhanced Criminal Records Check that is satisfactory to the Together Trust. From July 2010 where working/volunteering with the Together Trust brings you into contact with children or vulnerable young people/adults either in a 'regulated' or 'controlled' activity, any offer of employment will be subject to you being ISA registered. For further information about the scheme, please visit [www.isa-gov.org.uk](http://www.isa-gov.org.uk)

If you have not been contacted within four to six weeks of the closing date, then you have not been shortlisted for interview. Your application will be kept on file for six months and this can be considered for future vacancies with us as and when they occur. Please do let us know if you do not wish for your form to be kept, or if you see a later vacancy you wish to be considered for.

Please do not send CVs or speculative job or work placement applications as unfortunately we do not have the facilities to keep these on file. If you are interested in working for the Together Trust please search our vacancies index which is updated on a regular basis. In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Please return your completed application forms to the addresses listed below:

**Email address:** [jobs@togethertrust.org.uk](mailto:jobs@togethertrust.org.uk)

**Postal address:** Personnel Department  
Together Trust  
Together Trust Centre  
Schools Hill  
Cheadle  
Cheshire  
SK8 1JE

**Recruitment hotlines:** 0161 283 4873  
0161 283 4828