

Dear Applicant,

**Re: The Jenkins Centre Partner Support Worker –Leicester, Leicestershire and Rutland**

Thank you for your interest in the above post.

Please find within this pack the following:

* Application form

If you wish to apply for this post, please complete the application form and equal opportunities monitoring form and post or email marked ‘**Private and Confidential**’:

**By post to:** Lauren Cameron

Service Manager

The Jenkins Centre

FreeVA

PO BOX 7675

Leicester

LE1 6XY

**By email to:** [recruitment@freeva.org.uk](mailto:recruitment@freeva.org.uk) by the 19th March 2021.

**Interviews:** Interviews will be held w/c 29th March 2021

*Please note that CVs will* ***not*** *be accepted.*

Successful candidates will be contacted and advised of their interview time. Due to limited resources, we regret that we will not be able to contact candidates who are unsuccessful at the short-listing stage. If you would like to have an informal conversation about the role before applying then please call the Jenkins Centre and ask to speak to Lauren Cameron- Service Manager

We look forward to receiving your application.

Yours faithfully,

Lauren Cameron

Service Manager

**FreeVA Job Application Form**

Please note this form should be completed in black ink (block capitals) or type. Additional sheets may be attached wherever necessary. You are invited to submit an electronic copy or a paper copy of this application form before the deadline stated.

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| **1. Details of post** |
| Post applied for: Partner Support Worker |
| Closing date: |
| Where did you see this post advertised? |

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| **2. Personal details** |  |
| Surname: | Other names: |
| Address: | Telephone numbers:  Business:  Home:  Mobile: |
| Post code: | National Insurance Number: |
| Do you need a permit to work in the UK? | |

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| **3. Current employment** | |
| Name of employer: | |
| Address: |  |
| Job title: | Present grade/salary: |
| Date of appointment: | Notice required: |
| Summary of duties/responsibilities: | |
| Interviews will take place on w/c 29th March 2021 Please indicate here if you are **not** able to attend for interview on this date. | |
| Please include details of any support/access needs that you may have at interview. This information is requested now only to ensure that we can make appropriate arrangements if you are selected for interview. | |

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| **4. References** | |
| Details of two referees are required; one of which should be from your present or last employer. References will only be taken up for applicants selected for interview and you should ensure your references are in a position to respond promptly. Please indicate below if you would like us to inform you before taking up either reference. Please note that no offer of employment will be made without prior receipt of satisfactory references. | |
| Name: | Name: |
| Address: | Address: |
| Telephone no: | Telephone no: |
| Email address: | Email address: |
| Title/position: | Title/position: |
| Relationship to applicant: | Relationship to applicant: |
| Notification prior to taking up reference:  *(please tick here if required)* | Notification prior to taking up reference:  *(please tick here if required)* |

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| **5. Education, qualifications and training – please list most recent qualification first.** | | |
| Please list all qualifications you have which may be relevant to this post. You will be required to provide evidence of any qualifications at interview. | | |
| Qualifications gained/ examinations passed/ grades | School, College, University, Organising/Professional Body, | Date achieved |
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| **6. Employment history – please list most recent post first.** | | | | | |
| Post title | Employer | Salary | Date employed | | Reason for leaving |
|  |  |  | From  (mm/yy) | To  (mm/yy) |  |

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| **7. Personal Statement** |
| Please write a personal statement of ***not more than 2 pages*** of A4 (in minimum of Arial pt 11 font) which covers:   * Why you are interested in this job * Your experience, knowledge, skills, abilities and attitude in relation to the person specification   Short-listing for this post will be based on how well you match the qualities in the person specification. Therefore we suggest that you use the points in the person specification as headings and give ***specific examples*** to demonstrate how you fulfil each of the items of the person specification. (NB It is insufficient simply to repeat what it says in the person specification).  If you do not follow these instructions your application will not be short-listed. |

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| **8. Rehabilitation of Offenders Act 1974** | |
| Because of the nature of work for which you are applying, this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974.  Applicants are therefore not entitled to withhold information about convictions (which for other purposes are “spent” under the provision of the Act). | |
| Have you ever been convicted of a criminal offence? | YES/NO |
| Have you any pending criminal charges? | YES/NO |
| If “yes” to the above please give details on a separate sheet. | |
| All applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. The disclosure of an offence will not necessarily bar you from employment. This will depend on the background and circumstance of your offence(s). | |

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| **9. Declaration** | |
| I certify that, to the best of my belief, the information I have supplied is true and complete. I understand that any false information or failure to disclose health problems or criminal convictions or prosecution pending, may disqualify me from employment or render me liable to summary dismissal. | |
| Signature: | Date: |