**Recruitment pack**

Changing Lives Together is a community focused social enterprise and charity based in

Winsford, Northwich and Ellesmere Port with a strong track record of delivering services across Cheshire to support and empower people to remain independent, reduce social isolation, provide opportunities for people to attain their goals and have equal access to find a place in society where they can live and work and have a sense of purpose.

Changing Lives Together is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.

This position will be subject to an Enhanced DBS check.

**Please note we do not score CV’s please use the application Form.**

Please return your completed application form by email or post to:

**Email** – holly.threlfall@changing-lives-together.org.uk marking the header Recruitment Private and Confidential

**Post**

Private and Confidential (Recruitment – Chief Executive Office)

Changing Lives Together

Unit 12
Rd Two
Winsford
CW7 3QL

# 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:* Evidence of National Insurance number e.g. P45, P60  or old pay slip
* Passport, Work Permit, Certificate of Registration
* Naturalisation as a British Citizen
 |  |  |

|  |
| --- |
| **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 TogetherUsing 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. |

###### Section Five

|  |
| --- |
| 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

|  |
| --- |
| 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 Changing Lives Together 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 debit. |
|  **Annual Leave** | Leave entitlement is 28 days including bank holidays |
|  |  |
| **Pension** | You will become a member of the Pension Scheme after an initial period of time |
| **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.

These rules apply to any new employee, whether on salary, wages, fees or any other form of payment and irrespective of the length or duration of the work.

In order to comply with the Act, all candidates are asked to bring to the interview:

**One of the original documents (or two of the documents in the specified combinations) included in *List A* OR *List B -*** *you do not need to produce documents from both* ***List A*** *and* ***List B****.*

**Please note that where documents are provided from list B, the originals of appointed candidates must be checked at least every twelve months to comply with legislation.**

**List A**

This covers documents which can be produced alone (or in the specified combinations) by nationals of the European Economic Area (EEA) and Switzerland to provide the Trust with statutory defence (ongoing justification):

* A passport – showing that the person named on the passport is a British citizen, or a citizen of the United Kingdom and Colonies having the right of abode in the UK;
* A passport or national identity card showing that person named on the passport or identity card is a national of the EEA or Switzerland;
* A residence permit, registration certificate or document certifying permanent residence issued by the Home Office or the UK Border Agency to a national of an EEA country or Switzerland;
* A Biometric Immigration Document issued by the UK Border Agency to the holder, which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK;
* A passport or other travel document endorsed to show that the holder is exempt from immigration control, allowed to stay indefinitely in the UK, has the right of abode in the UK or no time limit on their UK stay.

The following documents provide an ongoing justification when produced in combination with an official document giving the person’s permanent National Insurance Number and their name, issued by a Government Agency or a previous employer:

* An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK;
* A full birth certificate issued in the UK which includes the name(s) of at least one of the holder’s parents;
* A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents;
* A birth certificate issued in the Channel Islands, the Isle of Man or Ireland;
* An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland;
* A certificate of registration or naturalisation as a British citizen;
* A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK.

**List B**

This covers documents which can be produced alone (or in the specified combinations) by non-EEA and non-Swiss Nationals to provide the University with statutory defence for up to 12 months (original documents in this category must be checked at least every twelve months by the employer in order to comply with the current legislation):

* A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a sponsorship certificate;
* A Biometric Immigration Document issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question;
* A sponsorship certificate or other approval to take employment issued by the Home Office or the UK Border Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the UK Border Agency to the holder or the employer (or prospective employer) confirming this;
* A certificate of application issued by the Home Office or the UK Border Agency to (or for) a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment, which is less than 6 months old when produced in combination with evidence of verification by the UK Border Agency Employer Checking Service;
* A residence card or document issued by the Home Office or the UK Border Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the UK Border Agency Employer Checking Service;
* An Application Registration Card issued by the Home Office or the UK Border Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the UK Border Agency Employer Checking Service;
* An Immigration Status Document issued by the Home Office or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the UK and is allowed to do the type of work in question, when produced in combination with an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer;
* A letter issued by the Home Office or the UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in the document can stay in the UK and is allowed to do the work in question when produced in combination with an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.

*Please note that the following documents do not provide suitable evidence and will not be accepted:*

* A Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the United Kingdom. (Individuals with these documents should contact the Home Office for information about how they can apply for an Application Registration Card);
* A letter issued by the Home Office stating the holder is a British Citizen;
* A passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar;
* A short birth certificate issued in the United Kingdom which does not have details of the holder’s parents;
* A card or certificate issued by the Inland Revenue under the Construction Industry Scheme;
* A temporary National Insurance Number (beginning with TN, or any number ending with the letters E to Z inclusive);
* A driving license issued by the Driver and Vehicle Licensing Agency;
* A bill issued by a financial institution or a utility company.