**Elpis Application Form** 

**Please complete this form in black ink or by typing in the white fields and return to**

Jacquelyn Jennett Chief Officer. jacquelyn.jennett@elpiscente.org.uk

**Position applied for**

|  |
| --- |
| Job Title |
| **Housing Support Worker**  |

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | First Name(s) |  |
| Address |  | Date of Birth |  |
| NI Number |  |
| Home Telephone |  |
| Mobile Telephone |  |
| Business Telephone |  |
| Postcode |  | May we telephone you at work? | [ ]  Yes [ ]  No |
| Email |  | Do you hold a valid UK driving licence?  | [ ]  Yes [ ]  No |

**Education and Training**

**SECONDARY EDUCATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Level & Subject | Grade |  | Year | Level & Subject | Grade |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**UNIVERSITY / COLLEGE** (please include current studies)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Institution Attended | Degree(s), Diploma(s) obtained | Date Awarded |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**ANY OTHER RELEVANT QUALIFICATIONS AND MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |  |
| --- | --- | --- |
| Qualification & Subject | Place Attended | Date Awarded |
|  |  |  |
|  |  |  |
| Please name professional bodies you hold a current membership for (such as SSSC, NMC etc) | Registration No |
|  |  |

**DETAILS OF ANY RELEVANT TRAINING**

|  |  |
| --- | --- |
| Course Title | Date Attended |
|  |  |

**Employment Information**

**ENTITLEMENT TO WORK IN THE UNITED KINGDOM**

|  |  |
| --- | --- |
| If your application is successful, you will be required to provide evidence of your entitlement to work in the UK. Are you entitled to work in the UK? | [ ]  Yes [ ]  No |

**PRESENT / MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Name and address | Other benefits |
|  |  |
| Telephone |  | Date of appointment |  |
| Position held |  | Notice required or date employment ended |  |
| Position responsible to |  | Reason for leaving |
| Present / Final Salary |  |  |
| Brief description of duties |
|  |

**PREVIOUS EMPLOYMENT**

(Begin with most recent and include periods of unemployment. Please continue on an extra sheet if necessary.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From (MM/YY) | To (MM/YY) | Employer | Position Held | Final Salary | Reason for Leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**Relevant Experience / Skills and Reasons for Applying for Post**

Please show the relevance of your experience in relation to the drive for Operational excellence in Elpis service and the Strategic development of the services in collaboration with the Board. (Experience gained in paid and / or voluntary capacities is applicable to this section. Please give details.)

|  |
| --- |
|   |

**Hobbies and Interests**

|  |
| --- |
|   |

**Referees**

Elpis requires 2 written employers’ references, where appropriate, prior to making an appointment. One must be from your present or most recent employer. Please inform your referees that we may be approaching them.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Current / Most recent employer | Previous employer | Other |
| Name |  |  |  |
| Job Title |  |  |  |
| Employer this relates to |  |  |  |
| Work address (including postcode) |  |  |  |
| Head office address if different from above (including postcode) |  |  |  |
| Telephone |  |  |  |
| Email |  |  |  |
| We may on occasion wish to take up additional references.Please indicate if you are happy for us to do so. | [ ]  Yes [ ]  No |
| References will not be approached until you have been offered a post with us.  |  |

**Disclosure of Criminal Convictions**

Due to the nature of the position for which you are applying, you are **not** entitled to withhold information about convictions, which for other purposes, are regarded as “spent”. This is because this post is exempted from the relevant provisions of the Rehabilitation of Offenders Act 1974.

For certain posts, you will require to be a member of the Protecting Vulnerable Groups Scheme and Elpis will seek detailed disclosure information for successful applicants before any offer of employment can be confirmed. This disclosure will contain specifics of convictions and related matters. For certain other posts, standard disclosure information may be obtained.

Please answer the following questions:

|  |
| --- |
| Are you a member of the Protecting Vulnerable Groups Scheme for regulated work? |
| [ ]  Yes, my Scheme Membership Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and is in relation to regulated work with: Children [ ]  Protected adults[ ]  both Children and Protected Adults [ ] [ ]  No, I am not a Scheme Member |
| Have you ever been charged with or convicted of a criminal offence? (include driving offences) |  [ ]  Yes [ ]  No |
| Have any police enquiries been undertaken following allegations made against you? | [ ]  Yes [ ]  No |

Please now complete the separate sheet headed “Disclosure Information” and return it with this form. If you have answered YES to either or both of the above questions, please give details of all convictions, charges and/or police enquiries.

**Declaration**

Read carefully and sign the declaration below. If you are returning this form by email we will ask you to do this at a later time. Before signing, you should have read the job description(s) and fully completed: Pages 1-4 of the Employment Application Form; the Capability Declaration form; and the Disclosure Information form.

|  |
| --- |
| I confirm that the information I have given in the application is, to the best of my knowledge, complete and accurate and that false information, omissions or misleading statements may lead to any offer of employment being withdrawn or dismissal without notice.I understand that disclosure information may be sought in the event of a successful application.I understand and agree that data contained in this application, together with the information supplied by referees and/or relevant third parties, will be used and processed for recruitment purposes and that, if I become an employee, it will used for employment purposes. |
| Signature: |  | Date: |  |

**Capability Declaration**

**ALL APPLICANTS: Please read the information below and complete the questionnaire and declaration.** Information entered on this form will NOT be used for the purposes of short listing for interview.

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| First name(s) |  | Surname |  |

**Medical References**

It is the policy of Elpis to take up medical references or to obtain a pre-employment occupational health assessment prior to confirming the offer of a position, in certain circumstances. These circumstances include occasions where there is some concern over the candidate’s ability to carry out the duties of the post.

**Medical Reports Act 1988**

Under the Medical Reports Act 1988 you have the following rights:

* The right to withhold consent to the reports being sought.
* The right to state that although you agree to the report being sought you wish to have access\* to it before or after Elpis.
* The right to ask for the report to be amended.
* The right to withhold consent to the report being supplied.

*\* There are certain circumstances in which a Doctor is not obliged to allow access to a report. This is where it is felt that disclosure would cause serious harm to the individual’s (or to others) physical or mental health.*

|  |  |  |
| --- | --- | --- |
| Doctor’s name |  | Should you have difficulty in providing this information, please tell us why in the space below. |
| Address (including postcode) |
|  |  |
| Telephone |  |
| I hereby give permission to seek a medical report and reference on my behalf from my Doctor if needed as part of the recruitment process. |
| Signature |  | Date |  |

**Capability Information**

There are a number of health conditions which may impact a person’s ability to carry out one or more of the essential functions of this role.

In many cases, however, reasonable adjustments can be made to the role to overcome these difficulties. Bearing this in mind, please answer the following question:

|  |
| --- |
| Do you have any condition which might affect your abilityto carry out any of the essential functions of this role? [ ]  Yes [ ]  No |

If you answered YES, please provide details of the condition here and how it may affect your

ability to perform the duties of this post.

|  |
| --- |
|  |

Please provide details of any adjustments, assistance or support you may need to enable you to carry out the duties of the post.

|  |
| --- |
|  |

**Declaration**

|  |
| --- |
| Please select one of the two following statements:[ ]  I confirm that I have read the job description and that I am physically and mentally fit to carry out the duties of the post described. **OR**[ ]  I confirm that I have read the job description and that, with reasonable assistance, I am physically and mentally fit to carry out the duties of the post described. |
| Signature |  | Date |  |

**Disclosure Information**

Due to the nature of the position for which you are applying, you are **not** entitled to withhold information about convictions which, for other purposes, are regarded as “spent”. This is because this post is excepted from the relevant provisions of the Rehabilitation of Offenders Act 1974.

Please provide full details of any convictions, charges or police enquiries together with dates and any penalty imposed. If there is nothing to declare, please record this, sign the form and return it with your application. If returning this form by email, signing the form may be done later in the recruitment process.

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| First name(s) |  | Surname |  |

|  |  |  |
| --- | --- | --- |
| Date | Please explain fully the nature of each Conviction, Charge or Police Enquiry and include driving offences | Penalty Imposed |
|  |  |  |
| Signature |  | Date |  |

**Applicants with a Criminal Record Policy Statement**

1. Elpis’s commitment to provide the highest quality service to the vulnerable young people whom we support sets the context within which decisions will be made regarding applicants with a criminal record.
2. Elpis is committed to equality of opportunity and to adopting practices free from unfair discrimination. As such, we will ensure that no applicant is unfairly disadvantaged on the basis of offending background.
3. Elpis will make it clear to applicants throughout the recruitment process if disclosure information will be sought for that position before an appointment can be confirmed and will make this policy available to all applicants at the start of the recruitment process.
4. Having a criminal record will not automatically debar a person from employment with Elpis, except in cases involving serious offences against a vulnerable person.
5. Before taking the decision to employ a person with a criminal record, Elpis will conduct a thorough assessment of the risk for that post.
6. The risk assessment will take the following factors into consideration:
* the relevance of the conviction or other matter revealed
* the seriousness of the offence
* the length of time since the offence occurred
* the circumstances which led to the offence being committed
* whether or not the offence is part of a pattern of offending behaviour
* efforts made to avoid re-offending
* whether the person’s circumstances have changed since the offence was committed
* the attitude of the person towards the offence
1. Elpis will encourage applicants to disclose criminal record and related information at the start of the recruitment process in order to take full advantage of the interview stage to explore all relevant factors.
2. We will seek criminal record information from Disclosure Scotland only when a conditional offer of employment has been made.
3. Any criminal record information not provided by an applicant which is subsequently revealed by Disclosure Scotland, will be discussed with the person before any decision to withdraw a conditional offer of employment.
4. Information on convictions and related matters will be seen only by those in Elpis who require to know to perform their role.
5. Anyone who does have access to such information will receive appropriate training in its use.
6. All disclosure information will be stored securely and the certificate issued by Disclosure Scotland will be destroyed when it is no longer required.

**Job Applicant Privacy Notice**

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. This notice explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner.

The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

The purpose of this notice is to make you aware of how we will handle your information.

Who are we?

Elpis is a Scottish Charity with its registered office at 23 Mayfield Street, Glasgow, G20 9RQ. We are notified as a Data Controller with the Office of the Information Commissioner. We are the data controller of any personal data that you provide to us.

Any questions relating to this privacy notice and our Data Protection practices should be sent to the Elpis Manager who is based at our registered address above.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

• personal details such as your name, contact details, date of birth, NI number;

• details of your qualifications, skills, experience and employment history;

• your current and past levels of remuneration, including benefit entitlements;

• information about your entitlement to work in the UK;

• capability information to ensure you are able to carry out the essential functions of the role;

The organisation may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. The organisation will only seek information from third parties once a job offer to you has been made and will inform you that it is doing so.

If you are made an offer, we will then seek health and absence related information.

Data will be stored in a range of different places, including on your application and in IT systems.

Why does the organisation process your personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation will process special categories of data, such as health information to make sure a successful applicant is able to carry out the duties of the post applied for. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

Who has access to your data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes Board members and managers in the recruitment team and other staff, if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment or bank work. The organisation will then share your data with former employers to obtain references for you and Disclosure Scotland to obtain necessary criminal records checks.

The organisation will not transfer your data outside the European Union.

How does the organisation protect your data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. In terms of electronic data, access to all IT systems is password controlled, access to the network drives is restricted based on each person’s role, data stored in network drives is automatically backed up and anti-virus software is installed on every computer.

For how long does the organisation keep your data?

If your application for employment is unsuccessful, the organisation will hold your data for one year after the end of the relevant recruitment process. At the end of that period your data is deleted.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Personnel file. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

• access and obtain a copy of your data on request;

• require the organisation to change incorrect or incomplete data

In certain circumstances, you can:

• require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

• ask us to restrict the processing of your personal data if you feel it is inaccurate of if you think we do not have the right to process it in the way that we are.

• request a copy of the personal data we hold about you in a format allowing you to transfer it to another data controller.

If you would like to exercise any of these rights, please contact the Elpis Manager.

If you are not satisfied with the way in which we have handled your personal data, please contact our Manager and every attempt will be made to resolve any issues you have.

If you remain unhappy you can lodge a complaint with the Information Commissioner’s Office. Their contact details can be found here: https://www.ico.org.uk.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.