**Welcome to Light Project Peterborough**

Light Project Peterborough (LPP) was started by a group of Christians who believe in showing their faith in action.

The vision of the charity is “Enabling and equipping the church and community to heal the broken hearted, set free the oppressed and bring good news to the poor”. LPP runs a range of different projects in Peterborough to deliver activities to help those in need and to stimulate partnerships for a greater response. LPP continues to grow as an integral part of Peterborough’s response to those in need.

We are grateful that you are considering applying to join the Light Project Peterborough team and wish you all the best.

# GUIDELINES FOR COMPLETION OF

# THIS APPLICATION FORM

The following notes are designed to assist you in completing the application form, to provide information about the reason for asking certain questions, and to tell you what will be required from you if your application is successful.

Please do not include the guidelines with the application form.

## NOTES ON COMPLETING THE APPLICATION FORM

### Section 1. JOB DETAILS

|  |  |
| --- | --- |
| Job applied for | Insert the job title applied for |

### Section 2. PERSONAL DETAILS

|  |  |
| --- | --- |
| Right to work in the UK | We are sorry to say that we cannot progress your application if you do not have the Right To Work in the UK. Your application will be rejected or offer withdrawn should you not have the Right to Work in the UK or falsify your right to work in the UK status. |
| Driving Licence | Delete as appropriate. Please refer to the job specification to determine the requirement for a driving licence for the position for which you are applying. |
| Adjustments (Disability) | We ask this question to enable us to consider any special arrangements or adjustments that we can make in order to assist you attending the interview or accessing any part of the recruitment process itself. |

### Section 4. EDUCATION, TRAINING and DEVELOPMENT

Please detail information which is relevant to your application. It is not necessary to list schools/colleges attended.

### Section 6. REFERENCES

Two referees are required. At least one of these should be a professional referee who must know you in a professional capacity, this can be someone who knows you through either paid or voluntary work.

A personal referee should know you in a personal capacity e.g. close friend, work colleague, someone you have volunteered with or a friend of the family, this referee should hold a professional role and must have known you for a minimum of two years.

Light Project Peterborough will be required to receive appropriate references before you commence your employment, therefore it is very important you complete the contact details fully to prevent delays.

**Section 8.** **CRIMINAL RECORDS DECLARATION**

The vacancy for which you are applying may require you to work with vulnerable adults or children, and would be exempt from the Rehabilitation of Offenders Act 1974. Therefore, you are required to complete this section of the form and you should declare any convictions, cautions, reprimands and final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 or any proceedings pending against you.

The amendments to the Act provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

However, there are certain offences which are relevant to safeguarding that you will still need to disclose regardless of how long ago they were committed - a list of these offences can be found at: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

All information provided about criminal cautions, convictions and offences will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

## Criminal record checks

An application for a criminal record check is only submitted to the DBS that is both proportionate and relevant to the position concerned.

**A Basic Disclosure** (Basic DBS Check) contains details of only 'unspent' cautions or convictions.

**Standard Disclosures (**Standard DBS checks) contain details of all convictions, cautions, reprimands and final warnings which are not 'protected' and are therefore eligible for filtering. Standard Disclosures are available for jobs and activities listed in the Exceptions Order.

**Enhanced Disclosures** (Enhanced DBS checks) contain details of all convictions, cautions, reprimands and final warnings which are not 'protected', and may also include 'other relevant information' (police intelligence) which a chief police officer of the force that holds the information reasonably believes to be relevant to the role applied for.

## IF YOU ARE INTERESTED IN APPLYING

PLEASE RETURN THE APPLICATION FORM AND MONITORING FORM

* By the closing date shown in the advertisement
* To the address as stated in advertisement

Following shortlisting you will be notified of the outcome of your application.

# IF YOU ARE SHORTLISTED YOU WILL BE INVITED FOR INTERVIEW

When you come for interview you will need to bring with you:

**Proof of identity**

We require one form of photographic identification (e.g. a passport or new form of driving licence and two addressed items such as a recent utility bill, recent bank statement or current Council Tax bill). If this is a problem please contact us.

### IF YOU ACCEPT AN OFFER OF EMPLOYMENT WITH LIGHT PROJECT PETERBOROUGH

You will be required to:

1. Consent to references being taken up
2. You may need to complete a medical questionnaire and if necessary undergo a medical examination
3. Demonstrate, by producing approved documentation, that you are entitled to work in the UK. This is because, as an employer, we will be committing a criminal offence if we employ a person who is not entitled to work in the UK. We will advise you on which documents are approved documentation.
4. Complete the stated type of DBS application for the role.

## NOTES ON THE EQUAL OPPORTUNITY POLICY - MONITORING FORM

Light Project Peterborough is an Equal Opportunity Employer. To help us monitor our policy, we would be grateful if you would complete the details on this monitoring form. The information you give on this form doesnot form part of the selection procedure. The form is separated from the application form and is only used to help us monitor effectively.

## DATA PROTECTION

Personal data obtained from applicants during recruitment process will be held securely by Light Project Peterborough. Information provided will be used solely for the purposes of selection for the post advertised, unless express permission for additional use is sought from the applicant (e.g. if the applicants might be considered for other vacancies). Other than for the successful applicant, no personal data provided in the course of the application other than that stored and processed as part of Light Project Peterborough’s monitoring of equal opportunities will be retained beyond three months from the date from which applicants are informed of the outcome of their application.

**APPLICATION FORM**

**IN CONFIDENCE**

Guidelines are enclosed to help you with your application. Please read them and then complete this form in black ink or type. Please contact us if you do not have the guidelines.

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Please specifically address the criteria detailed in the Job Description/Person Specification. CVs will not be considered.

### 1. JOB DETAILS

|  |  |
| --- | --- |
| Post Applied for |  |
| Date of application |  |

### 2. PERSONAL DETAILS

|  |  |
| --- | --- |
| Title (Mr / Mrs / Miss / Other) |  |
| First name(s) |  |
| Last name or family name |  |
| Name by which you want to be known |  |
| Other names by which you have been known |  |
| Home address |  |
| Postcode |  |
| Email address |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Home Telephone |  | Mobile Telephone | |  |
| Work telephone (optional) | | |  | |
| May we contact you at work? | | |  | |

|  |  |
| --- | --- |
| National Insurance No: |  |
| Do you need a Work Permit before you can be employed in the UK? If yes, please give details. |  |

|  |  |
| --- | --- |
| Do you hold a current UK driving licence? |  |
| Please tell us if there are any reasonable adjustments that we can make to assist you in the application or any part of the recruitment process. |  |
| If appointed, how soon could you take up the post? |  |
| Where did you find out about this vacancy? |  |
| **3. PLEASE OUTLINE THE REASONS WHY YOU ARE INTERESETED IN THIS ROLE BELOW:** | | |

|  |
| --- |
| **4. EDUCATION, TRAINING AND DEVELOPMENT**  Please list your academic and other relevant qualifications starting with your most recent. |
| 4.1 Qualifications  If the post requires specific qualifications, you will be required to provide documentary evidence before employment. |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| 4.2 Learning Opportunity  Please describe other learning opportunities relevant to the position, e.g. training courses |
|  |

**5. EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| 5.1. PRESENT OR LAST EMPLOYER  Employer’s name and address |  |
| Post Held |  |
| Date commenced |  |
| If left, date and give reason for leaving |  |
| Please give a brief description of your duties and responsibilities. | |
|  | |

5.2. PREVIOUS EMPLOYMENT AND EXPERIENCE

Please give details of previous paid employment. For each job give date of employment, employer and duties undertaken, starting with the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  Month-year from-to | Employer’s Name and Address | Duties undertaken | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| 5.3 Please give details of any relevant skills/experience you may have gained outside employment. (e.g. though voluntary service). |

**6. REFERENCES**

Please give the name and addresses of two referees, one of whom should be your current or most recent employer, who can comment on your suitability for this post. If you were known by a different name, please also state this. No reference will be sought without your consent until after job offer.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Position |  |  |
| Address |  |  |
| Post Code |  |  |
| Telephone No. |  |  |
| Email address |  |  |
| In what capacity does this person know you? |  |  |
| May we contact this person before job offer? |  |  |

**7. SUPPORTING INFORMATION**

Please detail how you meet the person specification for this post, illustrating with examples from work, voluntary of life experiences, and stating why you are applying for this job.

|  |
| --- |
|  |

**8.** **CRIMINAL RECORDS DECLARATION**

|  |  |
| --- | --- |
| Please answer the following questions:  Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Please give details of offences, penalties and dates in the table below.\*  (Note that the post you have applied for is exempted under the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, which means that ALL convictions, cautions, reprimands and final warning on your criminal record need to be disclosed.  Please Delete as appropriate: Yes / No | |
| Date | Details |
|  |  |
|  |  |
| 2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975  Please Delete as appropriate: Yes / No | |
| Date | Details |
|  |  |
|  |  |
| 3. Have you ever been disqualified from work with children or vulnerable adults or subject to any other sanctions imposed by a regulatory body?  Please Delete as appropriate: Yes / No | |
| Date | Details |
|  |  |
|  |  |

**9. APPLICATION DECLARATION**

|  |
| --- |
| I confirm that the information I have given on this form is correct and complete and I understand that any false information could result in my application being rejected or, if appointed in my dismissal from employment.  I understand that any offer of employment made to me will be subject to a check with the Disclosure and Barring Service and I hereby give my consent for Light Project Peterborough to carry out the relevant DBS status checks in line with the DBS Code of Practice.  I declare that I am not currently on the DBS Barred List and that I will notify Light Project Peterborough immediately if I do become barred in future. |
| Signature: Date: |

Light Project Peterborough is an Equal Opportunity Employer. We are committed to the active promotion of equal opportunity, both in the provision of services and as an employer of paid and unpaid workers. This monitoring form is voluntary but the information we collect here is very useful to us as it helps us to make sure that we are an inclusive employer and to find out if our workforce is diverse. The information you supply on this form will be kept confidentially. The monitoring has no part in the shortlisting process.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Gender**:** | | | | | | Marital Status: | | | | | |
|  | Female |  | Male |  | Other |  | Single |  | Married |  | Other |
| Date of Birth: | | |  | | | Nationality**:** | |  | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Ethnic Origin: | | | | | | | |
|  | Black or Black British – Caribbean |  | Asian or Asian British – Indian |  | Mixed – White & Black Caribbean |  | White – British |
|  |  |  |  |  |  |  |  |
|  | Black or Black British – African |  | Asian or Asian British – Pakistani |  | Mixed – White & Asian |  | White – Irish |
|  |  |  |  |  |  |  |  |
|  | Other Black background |  | Asian or Asian British - Bangladeshi |  | Other mixed background |  | Other white background |
|  |  |  |  |  |  |  |  |
|  | Other Asian background |  | South East Asia or other Ethnic background |  | Other ethnic background |  | Arabic |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Disability:  Definition – The Disability Discrimination Act 1995 defines a disabled person as one who has a physical or mental impairment which has a substantial and long term adverse effect on his / her abilities to carry out normal day to day activities. | | | | | |
| Do you consider yourself to have a disability? | YES |  | NO |  |  |

I understand that this information may be stored and processed as part of Light Project Peterborough’s monitoring of equal opportunities and as part of the recruitment procedure and give my consent for my details to be used for this purpose.

Signed: ………………………………………………..……………………… Date: …………….………………