

APPLICATION FOR EMPLOYMENT

Post applied for: _____

Personal information

Surname _____ First Name _____

Address _____

_____ Postcode _____

Tel No. Day: _____ Evening _____

Mobile No. _____ E-mail Address _____

Do you hold a current drivers licence Yes No

Do you have access to a car for work? Yes No

Are you applying for this job on a part time basis Yes No

If this job is part-time please, state preferred days and number of hours:

1st Choice: _____

2nd Choice: _____

'Please contact us if you need the application in an alternative format or if you need any adjustments for the interview.'



Employment History

(Start with Current Employer)

Date		Name of employer	Job title	Reason for leaving
From	To			
Month _____ Year _____	Month _____ Year _____			
Month _____ Year _____	Month _____ Year _____			
Month _____ Year _____	Month _____ Year _____			
Month _____ Year _____	Month _____ Year _____			
Month _____ Year _____	Month _____ Year _____			
Month _____ Year _____	Month _____ Year _____			
Month _____ Year _____	Month _____ Year _____			
Month _____ Year _____	Month _____ Year _____			

Please continue on a separate sheet if necessary

Education and Training History

Qualification e.g. GCSE/GCE, further education degrees and diplomas, professional qualifications, other	Level	Date

References

One of the references **MUST** be your most current employer

Most Current Employer

Name and address of employer _____

_____ Postcode _____

Name of person to contact _____ Position in organisation _____

Telephone Number: _____

Previous Employer

Name and address of employer _____

_____ Postcode _____

Name of person to contact _____ Position in organisation _____

Telephone Number: _____

Note:- We will not take up references prior to job offer

EXEMPTION UNDER THE REHABILITATION OF OFFENDERS ACT

This form must be completed for all jobs at Pure Innovations Ltd as Criminal Records Bureau Clearance is required.

Job: _____

Department: _____

The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post.

This means that you must disclose **ALL** criminal convictions (including those defined as **spent** under the Rehabilitation of Offenders Act), cautions, reprimands, final warnings, motor offences and any other information that may have a bearing on your suitability for the post, such as if your suitability to work with children or vulnerable adults has ever been questioned.

Failure to disclose any convictions / reprimands / cautions / final warnings or any other relevant information, may disqualify you from employment or result in your later dismissal. The Act does not provide any means of enforcing a person's right not to be refused employment.

Date	Nature of convictions / reprimands / cautions / final warnings / other relevant information: (Please include dates)

Do you have any outstanding cases waiting to be heard? Please tick appropriate box

No Yes – give date (if known) _____ and details:

Have you ever been dismissed from any previous employment Yes No

If yes, please give details _____

Do you know anyone at Pure Innovations. If yes, please state whom and your relationship with them.

____ Nationality: _____ Right to Work In UK: YES/NO _____

Declaration

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection.

Signed _____ Date _____

A Signature is required even if you have nothing to declare.

Data Protection The information you provide will only be used in conjunction with this application form.
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Equal opportunities monitoring information

Our policy is to ensure that no job applicant or employee receives less favourable treatment because of, or is disadvantaged by, any conditions or requirements that cannot be shown to be justifiable. To assist us in checking that this policy is carried out and for that purpose only, it would be help if you could complete the following. You are under no obligation to complete this section. It will not affect your application in any way.

Male Female Date of Birth

The following definition may provide a useful framework for candidates to consider whether their condition would be considered as a disability. ***The Disability Discrimination Act defines disability as a physical or mental impairment, which has substantial and long tem adverse effect on a person's ability to carry out normal day-to-day activities***

Do you consider yourself to be disabled Yes No Prefer not to say

Please give details of your disability and any adjustments you would like us to consider making

Ethnic Origin

To which ethnic group do you belong? Put a tick against one of the groups below:

- | | |
|-----------------|------------------|
| White (UK) | White (European) |
| White (other) | Black African |
| Black Caribbean | Black (other) |
| Irish | Pakistani |
| Bangladeshi | Indian |
| Asian (other) | Greek Cypriot |
| Turkish Cypriot | Other |

If other, please specify _____

Please state where you learned of this vacancy

Source:	Please Tick
News Paper (please specify)	
Job Centre / Job Centre Plus	
Internet	
Internal	
Word of mouth	
Other (please specify)	

The above information is important and will be used for recruitment monitoring purposes and the provision of statistical data only.

All information supplied will be treated in the strictest confidence.

JOB DESCRIPTION FOR THE POST OF EMPLOYMENT ADVISER

Main purpose of the Job:

To secure paid employment for disabled/disadvantaged people.

Key Areas of Responsibility

1. Caseload

Develop a Work Development Plan for each client through a process of personal profiling to identify experience, skills, abilities, aspirations, level of independence, support needs and training needs.

Match individuals to suitable job placements.

Liaise with other agencies that may be able to provide additional support to assist the process into paid employment.

Work in partnership with Parents & Carers.

Sign post clients as appropriate for welfare benefit advice.

2. Employer Work

Identify and secure through a variety of Sales & Marketing techniques suitable employment opportunities e.g. cold calling, networking etc.

Build positive relationships with employers to identify suitable positions.

Support employers and provide solutions to overcome barriers and identify a path towards securing positive outcomes for clients.

Carry out job analysis and risk assessments.

Carry monitoring reviews to ensure progress against Work Development plan and sustainability of employment.

Educate employers about diversity issues and promote reasonable adjustments to jobs under the Disability Discrimination Act.

3. Training

Provide suitable on the job training to clients using systematic training methods to maximise client independence.

Keep the Work Development Plan up to date setting goals and targets to ensure commitment to personal development and progression.

4. Administration

Plan and prioritise personal targets and activities to achieve agreed business aims.

Record and maintain accurate relevant written documentation i.e. diary, timesheets, work logs, individual client and employer records, either manually or computerised.

Maintain confidentiality at all times.

Complete all work to achieve agreed targets and deadlines.

Complete all work to comply with external funding contractual requirements and Quality Assurance inspection standards.

5. Teamwork

Attend and participate in any meetings and training events, which develop the service or improve team/individual performance.

Offer support and advice to colleagues.

6. Policies

Understand and adhere to all Pure Innovations Ltd policies and procedures.

Any such other duties as required by the Line Manager.

PERSON SPECIFICATION FOR THE POST OF EMPLOYMENT ADVISER

ESSENTIAL CRITERIA

1. Experience of working with disadvantaged and or disabled people
2. An understanding of the value of ordinary life principles for everyone
3. Ability to assess individual client needs and develop action plans with clients
4. Ability to sell to employers to secure paid employment opportunities for clients
5. Excellent verbal, written and interpersonal communication skills
6. Ability to complete administration tasks
7. Ability to plan and prioritise work for self and others
8. Ability to motivate other people
9. Self-motivated with passion and enthusiasm
10. Able to work on own initiative
11. An effective team worker
12. Able to use I.T. as part of day to day operations
13. Ability and drive to achieve stretching targets
14. Ability to cope with a pressured working environment
15. A professional appearance and presentation
16. Awareness of and commitment to anti-discrimatory practice
17. A willingness to raise any concerns with management regarding discrimination on the grounds of age, race, sexuality, religion or belief, gender or disabilities
18. A willingness to raise any concerns with regard to abuse or mistreatment

19. Positive commitment to further training and self development

20. Able to work flexibly in terms of working hours

21. Good health and attendance record to meet
Pure Innovations Ltd's standard of attendance

DESIRABLE CRITERIA

1. A knowledge of current market trends in community care and supported employment

2. Training and Development or Social Work or other relevant Professional qualification

4. Sales and Marketing experience or training