



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: _____



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.

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.

<p>Data Protection The information you provide will only be used in conjunction with this application form.</p>
--



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

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
Manchester Evening News	<input type="checkbox"/>
Jobs Northwest	<input type="checkbox"/>
Metro	<input type="checkbox"/>
Guardian	<input type="checkbox"/>
Other Paper (please specify)	<input type="checkbox"/>
Job Centre / Job Centre Plus	<input type="checkbox"/>
Internet	<input type="checkbox"/>
Internal	<input type="checkbox"/>
Word of mouth	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

Is there any further information you wish to give? _____

The above information is important and will be used for monitoring purposes only

JOB DESCRIPTION FOR TRAVEL TRAINER

Main purpose of the Job:

Within the guidelines laid down by Management, to support young people to learn how to travel independently.

Key Areas of responsibility

1. To deliver travel training plans to individuals and groups of students to enable them to develop road safety and travel skills on a specific route to school or college
2. Liaise with travel training co-ordinator /school/parents regularly to monitor and evaluate progress of young people
3. To participate in risk assessments and maintain good safety procedures for students when out in the community
4. To work with the schools identified and liaise with school staff as appropriate
5. To keep accurate daily records as required both written and computerised
6. To liaise with parents/carers and other professionals to promote the project and gain their support
7. Assist with the planning of travel training plans, including in an accessible format when required
8. Attend staff meetings and contribute to the smooth running and development of the organisation
9. To participate in planned supervision/performance and monitoring sessions
10. To attend appropriate in house and/or external training and development sessions / days
11. To comply with Health and Safety policies and procedures
12. To adopt a flexible approach to the hours worked in accordance to the needs of the students and the organisation
13. To carry out such other duties as the Chief Executive of Pure Innovations Ltd may from time to time require.

PERSON SPECIFICATION FOR THE POST OF TRAVEL TRAINER

ESSENTIAL CRITERIA

1. Knowledge and understanding of the importance of independent travel and life choices for young people
2. Experience of working with vulnerable people, elderly, children, people with disabilities at work or in the home
3. Ability to record accurate information and to communicate with a wide range of young people and their families/carers
4. Commitment to further training and personal development
5. Understand the needs of people with a disability and the issues they face in the community
6. Willingness to support individuals and or small groups in the community
7. Flexibility in terms of working hours and within the organisation
8. Able to regularly attend work and to be punctual at all times
9. Respect colleagues and customers' attitudes, beliefs and traditions
10. Be prepared to raise any concerns with management regarding discrimination on the grounds of age, race, sexuality, religion or belief, gender or disabilities
11. Be prepared to raise any concerns with management with regard to mistreatment / abuse
12. To have a good attendance record and to meet Pure Innovations standard of attendance
13. Comply with the Health & Safety at Work Act and take care of your own health and safety and that of colleagues, service users and the public. Specific responsibilities are at all times to:- work safely, adhere to safety procedures and instructions, report to management all accidents, near misses and hazardous situations and wear protective clothing/use appropriate safety devices where these are provided at work.

DESIRABLE CRITERIA

1. Experience of working with individual's who have a disability
2. NVQ or equivalent in Care
3. Experience of supporting individuals to carry out practical tasks

