



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 THE POST OF TRAVEL TRAINING CO-ORDINATOR

Main purpose of the Job:

To co-ordinate and manage a travel training project based in schools in Stockport. Enable young people identified as having special educational needs, to learn how to travel independently to and from school.

Key Areas of responsibility

1. Project Management

- To work in Partnership with SMBC Transport Project and identified Schools
- To use Pure Innovations Assessment Tool to assess each student's travelling skills and evaluate their learning.
- To create a person centred training programme for each student. This may include developing accessible resources for working with each student based on their individual needs e.g. use of photographs, worksheets.
- To support parents and carers through all aspects of the training programme
- To meet regularly with families and school/college staff to review the progress of each individual.
- To devise and present workshops for groups of young people on various aspects of travel training e.g. keeping safe in the community.
- To attend and contribute to regular Travel Training Project team meetings and any other meeting relevant at Pure Innovations or SMBC
- To liaise with other travel training projects or travel initiatives across nationally in consultation with the project manager/line manager.

2. Staff Management

- Day to day supervision of travel training team
- To deliver training to people identified as travel trainers and oversee their delivery of travel training
- To deliver training to other students who are learning the role of a travel buddy.
- To set up and supervise travel training buddy placements
- To attend training sessions as developed by Pure Innovations or SMBC

3. Administration

- To undertake risk assessments for each student to identify risks both during travel training and when they are travelling independently.
- To create a route assessment for each young person and ensure that documentation is set up to record learning and progress
- To keep up to date records and reports on progress of young people using a PC
- To be involved in the writing of policy and materials for the project.
- To promote the project with parents, professionals and young people.
- To attend regular supervision with the line manager.
- Confidentially, to be maintained at all times.
- To ensure appropriate paperwork/correspondence is completed accurately and to deadlines.

4. 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 policies and procedures identified at Pure Innovations Ltd and any relevant SMBC policy/procedures.

Such other duties as required by the Line Manager

**PERSON SPECIFICATION FOR THE POST OF
TRAVEL TRAINING CO-ORDINATOR**

ESSENTIAL CRITERIA

1. Experience of working with young people
2. Experience of working with disadvantaged people
3. Ability to assess and plan with young people
4. Excellent verbal, written and interpersonal communication skills
5. A range of I.T. skills
6. Ability to plan and prioritise work for self and others
7. Ability to build a team and a team working spirit
8. Experience of motivating other people
9. Evidence of an ability to work without micro supervision and on own initiative
10. Evidence of an ability to make sound judgements and decisions on a day to day basis
11. Ability to produce and analyse data and statistics and present to management
12. Ability to produce high quality reports, presentations and other documents/literature
13. Ability to work remotely from a variety of settings
14. Self-motivated and enthusiastic and able to work on own initiative
15. An effective team worker
16. Ability to cope with a pressured working environment
17. A professional appearance and presentation
18. Awareness of and commitment to anti-discrimatory practice
19. A willingness to raise any concerns with management regarding discrimination on the grounds of age, race, sexuality, religion or belief, gender or disabilities
20. A willingness to raise any concerns with regard to abuse or mistreatment
21. Positive commitment to further training and self development
22. Able to be flexible in terms of working hours
23. To have a good health and attendance record and to meet Pure Innovations Ltd's standard of attendance
24. A current driving licence and use of a car for work which will include transporting Pure Innovations service users.
25. 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. Supervisory/Management experience
2. Experience of working with people who have a disability
2. Experience of working in a multi-disciplinary setting
3. Co-ordinated/facilitated meetings