

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.

Sickness Absence Details

How many days off sick have you had in the last 2 years? _____

How many occasions? _____

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.



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	
Jobs Northwest	
Metro	
Guardian	
Other Paper (please specify)	
Job Centre / Job Centre Plus	
Internet	
Internal	
Word of mouth	
Other (please specify)	

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 EMPLOYMENT OFFICER

Main purpose of the Job:

To secure paid employment for disabled/disadvantaged people within agreed timescales through a process of profiling, job matching, marketing, training and monitoring.

Key Areas of responsibility

Caseload

- 1.** Plan and prioritise personal targets and activities towards achieving agreed business aims and managing personal time and productivity. Match individuals to suitable placements accordingly to an established process of personal profiling. Liaise with other agencies that may be able to provide additional support. Work in partnership with Parents & Carers
- 2. Employer Work**

Identify through a variety of Sales & Marketing skills suitable employment opportunities.
Provide solutions to overcome barriers and identify a path towards practical action and outcomes.
- 3. Training**

Provide suitable on the job training by using systematic training methods to maximise client independence.
Commitment to personal development.
- 4. Administration**

To record and maintain accurate relevant written documentation i.e. diary, timesheets, work logs, individual and Employer records, this will be done either manually or on computer.
Confidentially, to be maintained at all times.
To ensure appropriate paperwork/correspondence is completed accurately and to deadlines.
To comply with paperwork required by external funding streams.

As a remote worker you will be expected to transport a laptop and printer to a variety of premises. This may involve lifting the equipment into and out of a car or public transport and/or carrying it around

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 policies and procedures identified at Pure Innovations Ltd.

Such other duties as required by the Line Manager

PERSON SPECIFICATION FOR THE POST OF EMPLOYMENT OFFICER

ESSENTIAL CRITERIA

1. Experience of working with disadvantaged people
2. An understanding of the value of ordinary life principles for everyone
3. Ability to assess and plan with Service Users
4. Ability to sell to employers to secure paid employment opportunities for Service Users
5. Excellent verbal, written and interpersonal communication skills
6. Ability to complete administration tasks
7. A knowledge of current market trends in community care and supported employment
8. Ability to plan and prioritise work for self and others
9. Experience of motivating other people
10. Self-motivated and enthusiastic and able to work on own initiative
11. An effective team worker
12. Ability to work remotely
13. Able to use I.T. as part of day to day operations
14. Ability to work to stretching targets
15. Ability to cope with a pressured working environment
16. Ability to lift and carry equipment required for job i.e. wheeled laptop trolley containing portable printer and laptop
17. A professional appearance and presentation
18. Awareness of and commitment to anti-discriminatory 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. As a remote worker you will be expected to transport a laptop and printer to a variety of premises. This may involve lifting the equipment into and out of a car or public transport and/or carrying it around
25. A current driving licence and use of a car for work which will include transporting Pure Innovations service users.
26. 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 people who have a disability
2. Experience of working in a multi-disciplinary setting
3. Training and Development or Social Work or other relevant Professional qualification
4. Sales and Marketing experience or training

