

**Barnabus**

Care, support, dignity...

## **Job Application Form**



## **Application for employment with Barnabus**

### **Completing the application form – guidance notes**

Please read these notes carefully, they will help you to provide us with all the information we need to consider your application.

#### **General points**

All sections of the form must be completed for us to be able to assess your application. If a section isn't relevant please put 'N/A' (not applicable).

Please complete this form in black ink. When you have completed all sections please return all pages by the closing date advertised.

#### **Qualifications and training**

Include all qualifications and training whether they be part-time or full.

Please do not be put off if you have nothing to write in this section, we value life experience as much as formal qualifications!

#### **Employment experience**

The form asks you to give details, to the nearest month and year, of previous jobs held, and account for any gaps in your employment record.

Alternatively, some people will have developed relevant skills through part-time or voluntary work. If you include any voluntary work please list the name and address of the organisation/group(s) involved.

#### **Relevant experience**

This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description.

The job description outlines the main duties of the post and includes a person specification containing a description of the skills, experience, qualifications and competencies necessary to carry out these tasks.

Here it is essential to relate your experience to the information given in both sections by giving specific examples. For example, telling us what you did in your job rather than what the team did and how you demonstrated a particular skill, rather than simply saying that you have it. Please ensure you address all of the points identified on the person specification which will allow you to demonstrate your suitability for the position you have applied for.

You may wish to draw on skills developed outside of work, whether home-based or social/community activities. These might include running a club or voluntary group, bringing up children etc, as well as previous/present employment, study and training.

#### **References**

We require you to provide the details of at least two referees who will be able to give their opinion as to your suitability for the role in question.

All successful applicants need to provide a reference from their current or last employer. Referees must be professional and appropriate to the position applied for although for school or college leavers an academic reference would be suitable. **Similarly if the last work you undertook was in a voluntary capacity you may include the senior member of the organisation assisted.**

We are keen that applicants provide the details of the leader of their current place of worship as their secondary reference but we are aware that this may not always be possible dependent on personal circumstances. Please do not be put off if such details are unavailable to you and include a second professional reference in its place.

An additional personal reference, from a family member or friend, may be added if you believe it to be relevant to your application but this may not take the place of the two principal references required.

Please ensure all contact details are correct as this will prevent delays in the application process.

### **Criminal Record**

The successful applicant will be required to undergo a CRB check at enhanced level. With some exceptions having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offence. If you have declared a criminal record, which we believe is relevant to the post, we will discuss this with you at interview.

Applicants are asked to declare any criminal record on the page marked Criminal Records, Disqualification & Declaration as follows. The post is exempt from the Rehabilitation of Offenders legislation due to work undertaken with vulnerable adults and on occasion children and young people. You must declare all convictions, cautions, reprimands, or final warnings on your criminal record, both spent and unspent.

The details of any criminal record should be noted on the page marked 'Declaration of Criminal Record', which should be removed from the application form and placed in a separate sealed envelope marked with your name and 'criminal record/other' to be returned with the rest of the form. Any information declared will be kept confidential and in line with data protection principles.

### **Genuine Occupational requirements.**

Please be aware that some posts advertised by Barnabus are exempt from the provisions of the Sex Discrimination Act 1975 when being of a specific gender is a genuine occupational requirement. Barnabus also reserves the right to appoint staff and volunteers in accordance with Part II, section 7, paragraph 3 of the Employment Equality Regulations 2003 where being a practising Christian is recognised as a genuine occupational requirement based on the Christian ethos of Barnabus and our ministry-based work.

### **Disqualification from working with children or vulnerable adults**

If you are disqualified from working with children or vulnerable adults we are unable to consider you for jobs that involve working with these groups. You are therefore asked to declare whether you are disqualified on the page marked Criminal Records, Disqualification & Declaration.

Disqualification can occur through a number of routes:

- being on a disqualification list, e.g. List 99, POCA List, National Assembly of Wales List, DWCL Scotland, DWC (NI) List, Department of Education (NI)
- being subject to a Disqualification Order
- under Disqualification from Caring for Children and Day Care Childminding Disqualification legislation (separate form enclosed)

### **Interview process**

If you are invited for interview, you will be contacted first by phone and then in writing to give you details of the date, time and venue for the interview.

If you have any queries regarding this process please get in contact with us on 0161 237 3223.

### **Please return this form to:**

**Barnabus**, The Beacon, 45 Bloom Street, Manchester, M1 3LY

**Tel:** 0161 237 3223

## POSITION APPLIED FOR

(please write clearly and tick boxes as appropriate)

Job Title:

## PERSONAL DETAILS

Title (Mr/Mrs/Ms/Miss etc):

First name:

Surname:

Home Address:

Postcode:

Home telephone:

Work telephone:

Mobile:

E-mail:

Date of birth\*:

National Insurance Number:

Do you **require** a work permit to enable you to work in the UK?:

Yes  No

Do you currently **have** the necessary documentation to enable you to work in the UK?:

Yes  No

\*Due to the vulnerable nature of some of our clients (e.g. many experience issues around drinking, drug use and mental health) Barnabus requires all volunteers and members of staff to be over 18 years of age at the date of application.

## FAITH

Current place of worship:

Name of Minister/Leader/Vicar:

Please tell us a little about how you came to faith:

How are you involved in the life of this fellowship?:

**PREVIOUS EMPLOYMENT**

Please give details of your present or most recent employment/voluntary work first and work backwards. Include all periods of unemployment, travel etc. in the space provided so there are no gaps in the record.

<b>NAME AND ADDRESS OF CURRENT OR MOST RECENT EMPLOYER</b>	<b>DATE FROM/TO (MONTH/YEAR)</b>	<b>JOB TITLE AND BRIEF DESCRIPTION OF DUTIES</b>	<b>CURRENT/FINAL SALARY (FOR LAST POST ONLY AND REASON FOR LEAVING)</b>

**PROFESSIONAL QUALIFICATIONS**

Please give details of any professional qualifications or membership of professional bodies.

QUALIFICATION/LEVEL	ISSUING COLLEGE/AUTHORITY	DATE ISSUED

**EDUCATIONAL QUALIFICATIONS**

Please give details of any educational qualifications or examinations passed.

QUALIFICATION	SUBJECT	GRADE	SCHOOL/COLLEGE/UNIVERSITY/TRAINING ORGANISATION	DATE/S (FROM/TO)

**PERSONAL STATEMENT**

Please refer to the person specification, where you will find the skills and experience required for this post. Please tell us how your experience, skills and qualifications meet the requirements and criteria set out in the specification. This information you provide will be significant in the short-listing process (maximum 2 A4 sheets).

## REFERENCES

Barnabus requires you the applicant to provide the details of a minimum of two individuals who will act as referees on your behalf. The first of your references must be your present or most recent employer. If this is your first job since completing your education then please include the details of your head-teacher, college or university tutor.

Ideally your second reference should come from the leader/pastor of your current place of worship. If this is not possible please provide information relating to your previous employer. In addition you may also provide the name of a personal referee if you wish whom Barnabus may or may not contact.

I agree that Barnabus can contact the following people as referees on my behalf:

### **Current Employer**

Name:

Job title:

Organisation/Address:

Telephone:

Email:

In what capacity do you know them?

### **Previous Employer**

Name:

Job title:

Organisation/Address:

Telephone:

Email:

In what capacity do you know them?

### **Leader/Pastor at current place of worship if information available**

Name:

Address:

Telephone:

Email:

In what capacity do you know them?

### **Personal referee**

Name:

Telephone:

Email:

In what capacity do you know them?

## DECLARATION OF CRIMINAL RECORD

Due to the nature of the work undertaken by Barnabus with vulnerable adults we require all successful applicants to apply for an enhanced Criminal Records Disclosure.

Applicants are first required to disclose details of any criminal convictions, cautions or bindovers, irrespective of when they occurred, even if they are 'spent', here. Please tick the boxes that apply and provide any further information below.

**Have you ever been convicted by the Courts, cautioned, reprimanded or given a final warning by the police?**

*(Please note that the post you have applied for is excepted from the Offenders Act 1974, which means that all convictions, cautions, reprimands or final warnings on your criminal record need to be disclosed)*

Yes  No

**If yes, please give details of offences, penalties and dates.**

**Are you aware of any police enquiries undertaken from allegations made against you, which may have a bearing on you particularly for this post?**

Yes  No

**If yes, please give details of offences, penalties and dates.**

**Are you disqualified from working with children or vulnerable adults?**

Yes  No

All information given here will be kept strictly confidential and will only be disclosed in appropriate circumstances. For successful candidates, this information will be held until either six months after the date on which recruitment or other relevant decisions have been taken or after the date on which any dispute about the accuracy of the Disclosure information has been resolved. This period will only be extended in very exceptional circumstances that justify retention for a longer period. Unsuccessful applicants can have this declaration returned to them or it will be shredded.

**Signed:**

**Dated:**  
Disposal date:

**DECLARATION**

I confirm that the information I have given is correct and complete and that any false statements or omissions may render me liable to dismissal without notice or in some instances, referral to the police.

I give permission for Barnabus to retain any relevant data about me that is received verbally or in writing, or is kept in electronic form, on the understanding that it will only be used or disclosed for recruitment purposes. I understand and agree that should I become an employee, the information will also be used for employment related purposes.

I understand that if successful in my application I will be required to apply for an enhanced CRB Disclosure.

**Signed:**

**Date:**

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**For office use only**

Applicants name:

Written reference requested from:

Written reference requested from:

Written reference requested from:

Written reference requested from:

Interview date:

Interviewer's comments:

Date started:

Added to A-book/Outlook:

Form to Office:

Date:

Date:

Date:

Date:

Interviewed by:

Date of 3 month review:

CRB sent off:

Received:

Received:

Received:

Received:

CRB back:

## EQUAL OPPORTUNITIES MONITORING FORM

Barnabus is a Christian organisation committed to social justice and opposed to discriminatory practice. Barnabus recognises the value of equal opportunities and seeks, wherever possible, to follow the guidelines drawn up by the relevant statutory bodies.

*'There is neither Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus'* (Galatians 3:28).

Barnabus seeks to recruit staff and volunteers from all sections of the community, providing those individuals are able to own and promote the vision and values of the organisation as laid down in our constitution. To monitor the effectiveness of our equal opportunities policy we ask applicants to supply information about their ethnic origin, gender, age and whether they have a disability. This information is confidential and will be used for monitoring purposes only. Our ethnic categories reflect national census categories. Please complete this section and tick the relevant boxes below.

<b>Name:</b>	<b>Post applied for:</b>
<b>Date of birth:</b>	
<b>Gender:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Ethnicity</b> How would you describe your ethnic origin? (as defined in 2001 census)	
<b>Asian, Asian British, Asian English, Asian Scottish, Asian Welsh</b>	
<input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani	
<input type="checkbox"/> Any other Asian background	
<b>Black, Black British, Black English, Black Scottish, Black Welsh</b>	
<input type="checkbox"/> African <input type="checkbox"/> Caribbean	
<input type="checkbox"/> Any other Black background (please specify)	
<b>Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or Ethnic group</b>	
<input type="checkbox"/> Chinese	
<input type="checkbox"/> Any other ethnic background (please specify)	
<b>Mixed</b>	
<input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean	
<input type="checkbox"/> Any other mixed background (please specify)	
<b>White</b>	
<input type="checkbox"/> British <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Irish <input type="checkbox"/> Irish traveller	
<input type="checkbox"/> Any other white background (please specify)	