

RESTORATIVE SOLUTIONS CIC APPILICATION FORM

Please complete this application form and return it on or before the closing date specified in the advertisement. Late applications will not be considered.

# Position

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| --- | --- |
| **Which position are you applying for?** |  |

# Personal Details

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| --- | --- | --- | --- |
| **First name:** |  | **Surname:** |  |

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| --- | --- |
| **Address and postcode:** |  |
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| --- | --- | --- | --- |
| **Mobile number:** |  | **Other contact number:** |  |

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| --- | --- |
| **Email address:** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Insurance number:** |  |  |  |  |  |  |  |  |  |

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| **Do you have the right to work in the UK?** | **Yes** | **No** |
| Restorative Solutions CIC may require proof of this before an offer of employment can be confirmed. Please see [Appendix 1](#_List_A) for further details about the documents that you need to provide. | [ ]  | [ ]  |

# Employment History

Please provide details of your employment over the last five years, starting with your present employer:

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| --- | --- |
| **Name of employer:** |  |
| **Address of employer:** |  |
| **Dates employed and final salary:** | **From:** |  | **To:** |  | **Final salary:** |  |
| **Position held:** |  |
| **A summary of your duties:** |  |
| **Reason for leaving:** |  |
| **Notice period required** |  |

|  |  |
| --- | --- |
| **Name of employer:** |  |
| **Address of employer:** |  |
| **Dates employed and final salary:** | **From:** |  | **To:** |  | **Final salary:** |  |
| **Position held:** |  |
| **A summary of your duties:** |  |
| **Reason for leaving:** |  |

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| --- | --- |
| **Name of employer:** |  |
| **Address of employer:** |  |
| **Dates employed and final salary:** | **From:** |  | **To:** |  | **Final salary:** |  |
| **Position held:** |  |
| **A summary of your duties:** |  |
| **Reason for leaving:** |  |

# Education and Qualifications

Please provide details of any qualification which you feel are relevant to the role you are applying for.

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| --- | --- | --- | --- |
| **School/College/University** | **Study Dates** | **Qualification and Grade** | **Date Achieved** |
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| --- | --- | --- | --- |
| **Ongoing Professional Development** | **Study Dates** | **Qualification and Grade** | **Date Achieved** |
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# Training

Please provide details of any training or non-qualification based development which is relevant to the role and supports your application

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| **Training Course** | **Course Details *(including length of course/nature of training)***  |
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# Suitability for this position

Please detail your suitability for this position under the headings below, stating when and where skills and experience were gained. Please refer to the outline job description and person specification provided to you.

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| **Why would you like to work with Restorative Solutions?** |
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| **Why do you think you are suitable for the role?** |
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| **What skills/qualities/experience will you bring to the role?** |
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| **Tell us about any previous employment or volunteer experience you have that may be appropriate to this role** |
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| --- | --- | --- | --- |
| **Police Vetting/DBS** | **Yes** | **No** | **Expiry Date** |
| Do you have a current DBS? | [ ]  | [ ]  |  |
| Have you passed a police vetting application? | [ ]  | [ ]  |  |

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| **If you have passed a police vetting application, please answer the questions below:** |
| For which Police Force? |  |
| At what level? |  |

# Referees

Please provide details of two people who will provide a reference for you (e.g. your current and previous employers).

|  |  |
| --- | --- |
| **Current Employer** | **Previous Employer** |
| **Name:** |  | **Name:** |  |
| **Contact number:** |  | **Contact number:** |  |
| **Email address:** |  | **Email address:** |  |
| **Relationship to you:** |  | **Relationship to you:** |  |

# Reasonable Adjustments

|  |
| --- |
| **Do you need us to make any adaptations for your interview, to accommodate any disability or health issues you may have? If yes, please tell us what these should be below.** |
|  |

# Rehabilitation of Offenders Act (1974)

This post is offered subject to a satisfactory enhanced Disclosure and Barring Service (DBS)/Police Vetting application. All information provided will be completely confidential and previous convictions may not necessarily be a bar to employment. Any failure to disclose any convictions could result in dismissal or disciplinary action.

If you have any convictions, cautions, reprimands or final warnings that are not "protected", as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013, please provide details below.

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# Verification of Information

By signing below, you are certifying that all the information provided on this form is correct and that you understand that any false information given may result in any job offer being withdrawn.

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| --- | --- |
| **Print name:** |  |
| **Signature:** |  |
| **Date:** |  |

Monitoring Form

Restorative Solutions CIC wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes. If the answer you need isn’t provided within the category then you can write it on the form.

# What is your gender?

Male [ ]  Female [ ]  Intersex [ ]  Non-binary [ ]  Prefer not to say [ ]

Is the gender you identify with now the same as your gender registered at birth?

Yes [ ]  No [ ]  Prefer not to say [ ]

# How old are you?

16 to 24 [ ]  25 to 29 [ ]  30 to 34 [ ]  35 to 39 [ ]  40 to 44 [ ]  45 to 49 [ ]

50 to 54 [ ]  55 to 59 [ ]  60 to 64 [ ]  65 or over [ ]  Prefer not to say [ ]

# What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship, it’s about the group to which you perceive you belong. Please tick the appropriate box below:

**Asian or Asian British**

Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  Chinese [ ]  Prefer not to say [ ]

**Black, African, Caribbean or Black British**

African [ ]  Caribbean [ ]  Prefer not to say [ ]

**Mixed or Multiple ethnic groups**

White and Black Caribbean [ ]  White and Black African [ ]  White and Asian [ ]  Prefer not to say [ ]

**White**

English [ ]  Welsh [ ]  Scottish [ ]  Northern Irish [ ]  Irish [ ]  Gypsy/Roma/Traveller [ ]

Prefer not to say [ ]

# What is your sexual orientation?

Heterosexual [ ]  Gay [ ]  Lesbian [ ]  Bisexual [ ]  Asexual [ ]  Pansexual [ ]  Undecided [ ]

Prefer not to say [ ]

# What is your religion or belief?

No religion or belief [ ]  Buddhist [ ]  Christian [ ]  Hindu [ ]  Jewish Muslim [ ]

Sikh [ ]  Prefer not to say [ ]

# Do you have caring responsibilities? If yes, please tick all that apply:

None [ ]

Primary carer of a child/children (under 18) [ ]

Primary carer of disabled child/children [ ]

Primary carer of disabled adult (18 and over) [ ]

Primary carer of older person [ ]

Secondary carer (another person carries out the main caring role) [ ]

Prefer not to say [ ]

# Do you consider yourself to have a disability or health condition?

Yes [ ]  No [ ]  Prefer not to say [ ]

**Where did you see the role advertised?**

Appendix 1 – The Asylum & Immigration Act 1996

You will need to prove your right to work in the UK (as per section 8 of the Act), if you want to work with Restorative Solutions CIC.

You might be able to prove your right to work online or by showing your employer certain documents. Any document you show your employer must be:

* valid - you can’t use a document that’s expired unless it’s a British or Irish passport
* the original document - you can’t use a copy

You must provide either:

1. one of the single documents or two of the documents in the specified combinations from list A below; or
2. one of the single documents or two of the documents in the specified combinations given from list B below.

Only original documents are acceptable. We will check that the documents provided are valid and satisfy ourselves that you are the person named in the document and that they allow you to do the work in question.

# List A

You should produce a document or a specified combination of documents from this list:

* A passport showing that the holder or a person named in the passport as the child of the holder is a British citizen or is a citizen of the United Kingdom and Colonies, having the right of abode in the United Kingdom.
* A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
* A residence permit, registration certificate or document certifying or indicating a permanent residence issued by the Home Office or the UK Visa and Immigration Agency to a national of a European Economic Area country or Switzerland.
* A permanent residence card issued by the Home Office or the UK Visa and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
* A Biometric Immigration Document issued by the UK Visa and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
* A passport or other travel documents endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.
* An Immigration Status Document issued by the Home Office of the UK Visa and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, when produced in combination with an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.
* A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder’s parents when produced in combination with an official document giving the persons permanent National Insurance Number and their name issued by a Government agency or a previous employer.
* A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder’s adoptive parents when produced in combination with an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.
* A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.
* An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.
* A certificate of registration or naturalisation as a British Citizen, when produced in combination with an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.
* A letter issued by the Home Office or the Border Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, when produced in combination with an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.

# List B

* A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
* A Biometric Immigration Document issued by the UK Visa and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
* A work permit or other approval to take employment issued by the Home Office or the UK Visa and Immigration Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the UK Visa and Immigration Agency to the holder or the employer or prospective employer confirming the same.
* A certificate of application issued by the Home Office or the UK Visa and Immigration Agency to or for a family member of a national of European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old when produced in combination with evidence of verification by the UK Visa and Immigration Agency Employer Checking Service.
* A residence card or document issued by the Home Office or the UK Visa and Immigration Agency to a family member of a national of a European Area country or Switzerland.
* An application Registration Card issued by the Home Office or the UK Visa and Immigration Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the UK Visa and Immigration Agency Employer Checking Service.
* An Immigration Status document issued by the Home Office or the UK Visa and Immigration Agency stating that the holder is permitted to take employment, when produced in combination with an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.
* A letter issued by the Home Office or the UK Visa and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question when produced in combination with an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.