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| logo_new_international_July_2007_blue *A Registered Charity* | **Confidential**Live-in Assistant APPLICATION FORML’Arche strives to be an equal opportunity employer |

*When you have completed the form please return it to:*

***edinburgh.recruitment@larche.org.uk***

***If you need to give further information to any of the questions please expand the boxes***

***or use extra sheets as necessary***

A PERSONAL DETAILS *– Please PRINT in BLOCK CAPITALS and use BLACK INK for this boxed section*

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|  First Name(s).................................................................................................... Surname .......................................……….Present Address ........................................................................................................................................................………............................................................................................................................ Post Code..................................................Country ..........................................…… E-mail ……………………………………………………………………........Telephone - including full local or international code (daytime) ……………………………………………………………. (Evening) ………………………………………………………….…………..Date of Birth ....../......../...… Sex: FEMALE 🞎 MALE 🞎 National Insurance No. ……./ ……./ ……./ …..../ …..Nationality ………………………Do you hold a current driving licence? YES 🞎NO 🞎If YES, state which type: FULL 🞎PROVISIONAL 🞎Number of years held? …….. Would you be willing to drive as part of your duties YES 🞎NO 🞎Do you require a visa to work in the UK?\* YES 🞎 NO 🞎 *\*L’Arche is able to provide you with a Certificate of Sponsorship to obtain a Tier 5 Temporary Charity Worker visa (if required).* ***You would be required to pay the costs of your visa (approx. £250), Healthcare Surcharge (£400) as well as return travel to the UK.****L’Arche communities are communities of faith. In the UK, L’Arche is an ecumenical Christian Community that welcomes people of diverse traditions and backgrounds. Respect and an openness to the faith life of L’Arche is expected as well as supporting people with learning disabilities with their own spirituality. The successful candidate must be committed to supporting the aims and ethos of the Community.* |

B OTHER DETAILS

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| a) How did you hear about L’Arche? *Please be as specific as possible.*1. Have you ever applied to any other L’Arche Community? YES 🞎 NO 🞎 If YES, which and when?

 1. When are you available to come?
2. L’Arche expects a commitment from our assistants to remain for twelve months. For people with the right to live and work in the UK there will be the possibility of a review with the Community to explore their ongoing commitment. What time commitment could you offer initially?
3. Is English your first language? YES 🞎NO 🞎

If not:i) How good is your English: a) Spoken?  b) Written?ii) What language training have you had?  |

C EDUCATION & TRAINING

*Beginning with the most recent, please list fully all schools, colleges and universities and relevant courses attended since the age of 14, showing any qualifications obtained.* ***Please use extra sheets as necessary.***

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| Dates from/to(month/year) | Educational Establishment  | Qualification/Certificate And month/year gained |
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Please give details of any other short courses or work based training with dates

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| Dates from/to(Month/year) | Course or training completed |  |
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D OCCUPATIONAL EXPERIENCE

Please list all employment and voluntary work, beginning with the most recent and account for any **gaps** in your employment or education history. **Please use extra sheets as necessary.**

**N.B. L’Arche may contact the person given as part of its selection process. If there is any reason why L’Arche should not contact them immediately, particularly the most recent employer, please indicate clearly and state the reason why.**

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| Dates from/to(Month/year) | Job title and brief description of role held | For each job held, please state clearly:a) Name, full address and telephone number of the Employer; b) Name and job title and telephone number of your immediate supervisor or manager | Reason for leaving |
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| **Gaps in Employment and Education** |  |  |  |
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#### E SELF ASSESSMENT

 *(Continue on a separate sheet if necessary)*

1. Why do you wish to live and work in L’Arche? Include details of your hopes and expectations, why you want to come at this time, and what you think you would learn and enjoy*.*
2. Please read the Identity & Mission Statement. Everyone who comes is expected to live and work closely with people of different faiths and beliefs, take part in the faith life of the Community, and support people with learning disabilities with their spirituality. Are you willing to participate in this aspect of Community life? Please explain.
3. What experience do you have, if any, of working with people with learning disabilities? (Please show how you meet the person specification and job description.)
4. Part of providing support and care for disabled people may mean you will need to support some people with physical needs, for example wheelchair users or people with higher mobility needs. This could involve, lifting and physically supporting people with disabilities. Would this be an issue for you and if so, why?
5. We are focussed on providing person-centred care in line with peoples’ care and support needs and aspirations. We would like to ensure that your skills and knowledge match the job description/ person specification for this role and that you show a willingness to learn and develop where needed.
* What relevant skills do you have to enable you to offer support to people with disabilities effectively?
* How would your friends describe you?
* What are the things that you enjoy doing?
1. Given that you are applying to be part of a Community and not just to do a job, is there anything you would like to tell us about yourself which has not been covered elsewhere on this form?
2. We would like to know more about your areas of expertise and knowledge! Please indicate below any skills that you have or are interested in:

🞎 Food Growing/Gardening 🞎 Painting/Decorating

🞎 Carpentry 🞎 Languages

🞎 Education/Teaching/Training 🞎 Events Organising

🞎 IT 🞎 Catering/Cooking

🞎 Sales/Marketing 🞎 DIY

🞎 Photography/Art / Crafts 🞎 Writing

🞎 Befriending / Buddying 🞎 Business Development

🞎 Music 🞎 Other, please specify below:

1. Do you have any questions or concerns?

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| F DISCLOSURE OF CRIMINAL BACKGROUND |
| **For England and Wales:***Due to the sensitive nature of this role, you are required to disclose details of any criminal record as the role is exempt from the Rehabilitation of Offenders Act 1974 which means that all convictions, cautions, reprimands and final warnings on your criminal record must be disclosed to L’Arche. This means that spent offences must also be disclosed.**All successful applicants will be required to undergo a Disclosure check additionally applicants from outside the UK will also be required to provide a Letter of Good Conduct from the Police Authority of their home country.**In line with L’Arche’s Equal Opportunities Policy we do not discriminate against applicants on the grounds of their criminal record unless it is relevant to their suitability to work with vulnerable people. L’Arche uses information about criminal convictions solely to assess suitability for employment purposes.* *Any role offer is subject to a Disclosure check and therefore any offer may be withdrawn or employment terminated if L’Arche believes information about criminal convictions renders the individual unsuitable for work with vulnerable people.***Do you possess, or have you ever possessed, any convictions for criminal offences, including any conditional discharges, bindovers or cautions?** YES 🞎 NO 🞎 ***If ‘YES’, please give full details on a separate sheet, clearly marked with your name and the date of this application, and signed.*****For Scotland:***Because L’Arche Communities involve assistants spending substantial time with vulnerable people, you must declare on this application form any unspent convictions/cautions, and the sentence you received. Spent convictions must also be disclosed on this application form* ***only*** *if the offence appears on the* ‘Offences Which Must Always Be Disclosed’ *list issued by Disclosure Scotland. Please consider this list before disclosing any spent convictions. At this stage, a spent conviction for an offence that does not appear on that list* ***should not be disclosed****. Should a conviction not on this list be disclosed unnecessarily at this stage, it will not play a role in our recruitment decision and we will not record the conviction in our files.  Should a criminal records disclosure reveal you have a spent conviction which appears on the separate ‘*Offences Which Are To Be Disclosed Subject To Rules’ *list issued by Disclosure Scotland, it may be taken into consideration by us at a later stage, however, you should not disclose it on this application form.* *For further information, you should refer to the Disclosure Scotland website* [*www.disclosurescotland.co.uk*](http://www.disclosurescotland.co.uk)*Successful applicants will be asked to undergo a check through the relevant Disclosure authority.**In line with L’Arche’s Equal Opportunities Policy, L’Arche does not discriminate against job applicants on the grounds of their criminal record unless it is relevant to their suitability to work with people who are at risk of harm. L’Arche uses information about criminal convictions solely to assess suitability for employment.* *Any offer of employment is subject to a Disclosure Scotland check and any job offer may be withdrawn or employment terminated if L’Arche believes information about criminal convictions renders the individual unsuitable for work with adults at risk of harm; and likewise if the PVG Vetting and Barring authority withdraws your registration.* **Do you possess, or have you ever possessed, any convictions requiring declaration at this stage to a Scottish Social Care employer such as L’Arche for criminal offences, including any conditional discharges, admonitions, bindovers or cautions?** YES 🞎 NO 🞎 ***If ‘YES’, please give full details on a separate sheet, clearly marked with your name and the date of this application, and signed.****Note also that many roles in L’Arche in Scotland are also subject to the post-holder satisfying the ongoing requirements for personal registration with the SSSC. Also that all post-holders of roles involving direct support or leadership are required to abide by the SSSC code of conduct for Social Service workers.* |

G REFEREES

*Please give details of three referees for whom we have your consent to contact regarding your application. At least one referee, and if possible all three, should have known you for more than 3 years.* ***They should not be members of your family or friends****. Please PRINT in BLOCK CAPITALS for this section and check that emails addresses are correct.*

If you have had any previous care experience of more than three months please include them as a referee.

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| **1** | **This person must be your current or most recent employer/supervisor. If you have not had full-time employment, please give the name of a referee from any significant vacation employment or volunteering work.**Title: Mr / Mrs / Miss / Ms Other First Name (s): (Please delete as appropriate)**Surname**: Address  Postcode Country Telephone No. (Daytime) (Evening) Email How many years has this person known you? How have you known them e.g. Employer Teacher  Other (please specify) |
| **2** | **Previous employer reference or other reference (e.g. tutor, supervisor) if no other previous employer**Title: Mr / Mrs / Miss / Ms Other …….. First Name (s): ………………………………………….……….………(Please delete as appropriate)**Surname**: ………………………………………………………..……..Address  Postcode Country Telephone No. (Daytime) (Evening) Email How many years has this person known you? How have you known them e.g. Employer,  Teacher,  Other (please specify) |
| **3** | **Previous employer reference or other reference (e.g. tutor, supervisor) if no other previous employer**Title: Mr / Mrs / Miss / Ms Other First Name (s): (Please delete as appropriate)**Surname:** Address  Postcode Country Telephone No. (Daytime) (Evening) Email How many years has this person known you?  How have you known them e.g. Employer, Teacher,  Other (please specify) |
|  | ***Please Note: We will contact your referees prior to interview unless you ask us not to do so*** |
| **H D**ECLARATIONI declare that the information I have given on this form, which includes disclosure of criminal background, is correct and complete and that any misleading statements may be sufficient for disciplinary action including dismissal and cancellation of any offer or agreements made.Additionally I give permission for this personal information to be stored and processed for the purposes of arriving at a selection decision and that the information provided will be used to form the basis of personnel records if I should take up a role. I agree to L’Arche taking up any references in connection with this application, and understand that these will be confidential to the referee and L’Arche. I agree to any Disclosure or Police checks which may be required as part of L’Arche’s recruitment procedures.**Signature: Date:** |

 *July 2017 edition: HR 2.1*

# EQUAL OPPORTUNITIES RECRUITMENT FORM

**(This separate sheet of information will not be reviewed in the shortlisting procedure, and is solely for L’Arche to monitor equal opportunities. Please detach and submit separately.)**

As an employer striving to meet its responsibilities towards Equal Opportunities, L’Arche needs to hold statistics on the profiles of all applicants for the posts within the organisation so that we can monitor our advertising, selection and appointment systems.

We would be grateful if you would fill in this form and return it at the same time as your application.

The information provided would not be used as part of the selection process itself and will be held confidentially and anonymously, separate from the application form.

1. **Are you MALE FEMALE**
2. **Do you consider yourself to have a disability? YES NO**

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| Are you registered disabled? |  YES NO  |

1. **D.O.B……………**
2. **Ethnic Origin –** Choose one section from A to E to indicate your cultural background and then tick the appropriate box.

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| --- | --- | --- | --- | --- |
| A) White | B) Mixed | **C) Asian or Asian British** | **D) Black or Black British** | **E) Chinese or Other Ethnic Group** |
| British Irish Any other white background | White & Black Caribbean White & Black African White and AsianAny other mixed background | IndianPakistaniBangladeshiAny other Asian background | CaribbeanAfricanAny other black background | Chinese Any other:………………….. |

1. **Post applied for?**
2. **Where did you see this job advertised?**
3. **Do you actively follow any particular religion? YES.. NO….**

If yes please indicate:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Buddhism  | Christianity | Hinduism | Islam | Judaism | Other (please specify) |

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