# Simon Community

# Application Pack

Thank you for your interest in working with Simon Community Scotland

The aim of this application pack is to guide you through our recruitment process. In it, you will find some information about the work of the organisation, a short history of our services and our values & aims and the application form.

The application form is an important document. We will use the information you present within it to decide whether to invite you to attend one of our recruitment events or not. Please read the guidance notes before completing the application form. We don’t accept CVs, so please make sure to complete the application form as fully and honestly as you can.

We realise that a lot of the information that you send us is of a personal nature. Because of this, we are very careful at all times to treat your information confidentially and in accordance with GSC’s Data Protection Policy.

Please also be aware that any offer of employment with Simon Community will be subject to satisfactory references, membership of the PVG Adult Scheme (for certain posts) and successful completion of a six month probationary period.

Simon Community strives at all times to be an Equal Opportunities employer. We welcome applications from all, although we do regret that some of our projects are inaccessible to those with mobility difficulties. For applicants from overseas we require that you have the necessary work permits / visa in place before starting work.

Within the application pack you will find the following documents:

Summary of Terms & Conditions of Employment

Values & Aims

Equal Opportunities Statement of Intent

Guidance Notes

Application Form

Declaration of Criminal Convictions

Equal Opportunities Monitoring Form

**Once you have completed the form, please e-mail it to** **jobs@simonscotland.org**

**or by post to HR Department, Simon Community Scotland, 472 Ballater Street, Glasgow G5 0QW.**

If you have any questions about the application pack, or the services Simon Community provides, please feel free to contact us on 0141 418 6980.

Simon Community Scotland is a registered Scottish Charity, No SC003076 Limited Company Number SC137419.

# Summary of Terms & Conditions

# of Employment

The following is a brief synopsis of Simon Community’s Terms and Conditions of Employment.

**Employer’s Name & Address:**

Simon Community Scotland, Head office, 472 Ballater Street, Glasgow G5 0QW.

**Remuneration:**

Salary is paid monthly on or around the 28th of each month. Where employees are entitled to an annual increment, it will be received on the 1st April of each year until the maximum of the scale has been reached.

**Hours of Work:**

The normal working week is 37.5 hours, excluding meal breaks. Any hours in a week worked above 37.5 hours (not including break times) will normally count towards “Time off in Lieu” (TOIL) and no overtime is paid. All contractual benefits/entitlements are based and calculated on a 37.5 hour week

**Work location:**

All employees within Simon Community Scotland can be asked to work from a different location/service other than where they are primarily based, as required or as determined by the Chief Executive or Senior Manager.

**Continuity of employment:**

Continuity of service will not be recognised with any other employer.

**Probation:**

All employment is subject to an initial probationary period of 6 months and subject to you meeting and maintaining the required performance standards at work. During the first six month probationary period, Simon Community reserves the right to terminate your employment with one week’s written notice or payment in lieu.

**Holidays:**

All staff are entitled to 262.5 hours annual leave each leave year.

Part time staff are entitled to entitlements on a pro-rata basis.

**Sickness Entitlement**

Entitlement to Simon Community sick pay is accrued throughout your employment.

**Pension**:

Simon Community offers a stakeholders pension.

**Offer of Post:**

All employment within Simon Community is subject to satisfactory references & membership of the PVG Adult Scheme (for certain posts).

Fuller details on the above are available for reference within the Staff Handbook.

# Mission, Vision & Values

#### Mission

Our mission is to combat the causes and effects of homelessness

#### Vision

That everyone should have a safe place to live and access to the support they need

#### Values:

#### Inclusion & Participation

We include everyone in the services and resources they need, regardless of their circumstances and ensure each person's voice and influence is heard and felt in everything that we do.

#### Personalised & Creative

Each person we support is an individual with unique circumstances, needs and future potential which requires a uniquely tailored response.

#### Warmth & Regard

We see beyond a person's current or past circumstances, recognising their inherent value, worth and potential as human beings.

#### Partnership & Collaboration

We know that we need to work positively with others to deliver a truly inclusive and personalised approach, improve our response and add value to the experience of the people we support.

#### Supportive & Ambitious

We encourage and support ambition, building on strengths to foster hope for the people we support and deliver growth and development for staff and volunteers.

# Equal Opportunities Statement of Intent

Simon Community recognises that people can be discriminated against on the grounds of their colour, ethnic origin, nationality, age, gender, marital status, religion, sexual orientation, disability or health problem (including HIV status) and in other ways.

As an organisation we are committed to the principle of equal opportunities for all and the development of a positive policy to combat discrimination and promote equal opportunity in all aspects of our employment practice, recruitment and the selection of staff, opportunities for volunteers, decision making structures and in the promotion of general membership. We will not discriminate on grounds of age, disability, maternity or pregnancy, gender and gender re-assignment, race, religion or belief nor sexual orientation.

In accordance with our various obligations under the relevant legislation acts, our equal opportunities policy and practice will be continually monitored and evaluated in order to ensure its effectiveness.

Unfortunately some of our premises are not suitable for people with significant mobility problems.

# Application form – Guidance notes

Please read these guidance notes **before** you complete the application form.

# **Preparation**

Read the job advertisement thoroughly as these outline the requirements you need to do the job. Read through the application form carefully before you begin to write anything.

# **Curriculum vitae**

Simon Community does NOT accept CVs. Please complete the application form.

# **Personal details**

Complete personal details in full ensuring NI number and telephone numbers are given.

### Current & Previous Employment

Please detail the name and address of your current employer and give a brief summary of your role. When completing the employment history, please state month and year from the start of your employment to when it ceased. State the full name, address and postcode of employers, ensuring you cover the at least last five years. Information should be given in date order (with the most recent being first). If a previous employer’s personnel department was at a different address, please supply this address instead. Please indicate any gaps in employment.

## Education

List your educational achievements starting with the most recent. If you have attended college or university then please give details in this section. Where applicable, please include any professional qualifications you may have. Please include any qualifications you are currently working towards, giving the expected end date.

### Training and development

This section is to be used to support your employment application where courses or events you have attended may be of direct relevance to the position to which you are applying. Courses may have formed part of your personal development in previous employment and should be shown to support your application.

**Registration and membership of any professional or trade organisation**

Please include your Personal ID Number (PIN) or registration details for any professional bodies of which you are or were a member. Please include any details of SSSC registration/PVG Membership, if appropriate. This information will be verified, so please ensure it is correct.

#### References

Any contract of employment is subject to references which are satisfactory to Simon Community. Please ensure that you have told your referees that they may be contacted for a reference and they are aware of any change of your name. One of your referees must be your present or most recent employer - your line manager, or HR department. If you are currently a student, your course tutor. Both referees must be able to comment on **relevant** work practices. References from family members or friends will not be accepted. We will not approach your referees without your consent and would appreciate your support to ensure that references are provided in a timely manner.

### Additional information

This section is very important – it is where you make your case for your suitability for the job. Look at the skills, knowledge and experience required and produce evidence that you possess them by giving specific examples and stating your achievements. Do not forget to mention any relevant skills you may have gained outside paid work. You may also wish to add why you specifically want to work for Simon Community Scotland.

### Declaration of Criminal Convictions

Due to the nature of the work and services that Simon Community Scotland provides, many of our posts are exempt under the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or pending prosecutions you may have, even if they would otherwise be regarded as “spent” under the Act. Any information provided will be treated in strict confidence and will only be taken into account in relation to applications where the exemption applies.

The disclosure of criminal records or other information will not automatically debar you from appointment unless it is considered that the conviction renders you unsuitable. In making this decision, we will consider the nature of the offence, how long ago it was, at what age you were when it was committed and any other factors which may be relevant. Failure to declare a conviction or pending prosecution may, however, disqualify you from appointment or result in dismissal or disciplinary action if the discrepancy comes to light.

### Declarations

Before signing and dating the employment application form, check all information to the best of your knowledge, is true, accurate and complete.

**Pre-Employment Checks**

Any offer of employment is conditional upon the following checks: PVG, References, Health & Qualifications SSSC registration & work permit being completed satisfactorily.

# Application to Join Us

Please read the guidance notes before you complete the form.

Any information you provide on this form will be used in strict accordance with the

Data Protection Act

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| Post Applied For: Permanent /Relief (delete as appropriate) | Days /Hours Available: |
| Post: SW1, SW2 or Other. If other, please detail | Where did you see the post advertised? Our website, S1, Refer a Friend, Other |
| Date of Application: | If via Refer a Friend, who referred you? |
| Preferred Location: |  |
| **1. Personal Details** |
| Title:       | First name:       | Surname:       |
| Have you been known by any other name (please give details)?       |
| Home Address (include postcode):       |
| e-mail address:       |
| Home Phone:       | Work Phone:       | Mobile:       |
| May we contact you at work?       |
| National Insurance Number:       |
| Do you require a work permit to work in the UK?       |
| If you currently hold a work permit / visa, please give details including type and expiry date:       |
| Have you lived outside of the UK in the last 5 years? If yes, please give country & dates:      |
| Are you able to drive yes /noDo you have access to a care yes /no/no relevant |
| 2**. Why would you like to work with Simon Community Scotland?** |
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| **3. Current or Most Recent Employment** |
| Name of Current Employer:  |
| Address (including postcode):  |
| Job Title:  |
| Date Commenced:  | Notice Period:  | Salary:  |
| Reason for leaving:  | Date of Leaving:  |
| Please give a brief summary of your current role & responsibilities: |
| If selected for interview, please indicate any dates you are **unable** to attend:       |

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| **4. Previous Employment** |
| Please give details of your previous employment, starting with the most recent. Please explain any gaps in your employment history. Continue on a separate sheet if necessary. |
| Dates | Employers Name & Address | Job title & main responsibilities | Reason for leaving |
| From | To |
|       |       |       |       |       |
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| **5. Education & Qualifications** |
| Please give the following information about any relevant qualifications that you hold. If short-listed, you will be asked to provide evidence of this. Continue on a separate sheet if necessary. |
| Dates | School, College or University | Qualification / Subject | Grades Achieved |
| From | To |
|       |       |       |       |       |
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| **6. Training & Development** |
| Starting with the most recent, please provide details of any training courses that you have attended that are relevant to this post. |
| Dates | Course Title | Summary of Content | Course Provider |
| From | To |
|       |       |       |       |       |
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| **7. Registration & Memberships** |
| Please give details of any registrations of regulatory bodies (e.g. SSSC) and memberships of professional bodies as well as membership of the PVG Scheme.. |
| Date Obtained | Expiry Date | Organisation | Registration / Identification Number | Level / Grade |
|       |       |       |       |       |
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| **8. Additional Information** |
| Please use this space to demonstrate the relevance of your experience, skills & personal qualities. Having read our Values, what attributes do you have that will fit with our culture? |
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| **9. References** |
| Please give the names and addresses of referees. One must be your current or most recent employer and must be your line manager / supervisor or HR department.  **Both referees must have known you in a line management capacity, and be able to comment on relevant work practices.** |
| **Current or most recent employer** | **Second Referee** |
| Name:       | Name:       |
| Job Title:       | Job Title:       |
| Company:        | Company:       |
| Address:       | Address:       |
| e-mail address:       | e-mail address:       |
| Telephone:       | Telephone:       |
| Relationship to you:       | Relationship to you:       |
| May we contact this referee before interview ?Yes ☐ No☐ | May we contact this referee before interview ?Yes ☐ No☐ |

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| **10. Declaration of Criminal Convictions** |
| Have you ever been convicted of a criminal offence? Yes ☐ No☐ |
| Have you been charged with a criminal offence which is yet to come to court? Yes ☐ No☐ |
| Please complete the attached Declaration of Criminal Convictions (Section 13) |

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| **11. Disqualification** |
| Have you been disqualified from the practice of a profession; required to practice it subject to specified limitations; or are you currently the subject of fitness to practice investigations or proceedings by a regulatory body in the UK or any other country?  |
| Date | Name & Address of regulatory body |
|       |       |
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| **12. Declaration** |
| To the best of my knowledge the answers I have written on this form are true. I have answered all questions about myself fully and accurately, and I possess the certificates for the qualifications I claim to hold. I also know of no reason which would prevent me taking up the post if I was offered it. I hold any work permits necessary and can legally work in the UK.If I am employed by the Simon Community and any information I have given on this form is later found to be false or misleading I understand that I may be dismissed.Signed:       Date:       |

**APPLICATION FORM: PART 2**

**Declaration of Criminal Convictions**

Any information you provide on this form will be used in strict accordance with the Data Protection Act. The information you provide will be treated in the strictest of confidence. Please complete if you answered ‘Yes’ to any questions in section 10 of the ‘Application to Join Us’ form (Part 1).

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| Title:       | First name:       | Surname:       |
| Have you ever been convicted of a criminal offence? Yes ☐ No☐If you have answered *Yes,* please supply the following details: |
| **Date** | **Court** | **Details of Offence** | **Sentence** |
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| Have you been charged with a criminal offence which is yet to come to court? Yes ☐ No☐ |
| I have not withheld any information which may affect my application. I understand that false information or omission may lead to dismissal. Simon Community may verify the information supplied.I consent to the information which I have provided being used by Simon Community in the recruitment process.If I am employed by the Simon Community and any information I have given on this form is later found to be false or misleading I understand that I may be dismissed.Signed:       Date:       |

**Please return this form in an envelope marked:**

***Private & Confidential – Declaration of Criminal Convictions***

**along with your name**

**To: HR Dept, Simon Community, 472 Ballater Street, Glasgow G5 0QW**

**APPLICATION FORM: PART 3**

**Equal Opportunities Monitoring Form**

This section is optional. Simon Community is committed to the active promotion of Equal Opportunities – both in the provision of its services, and as an employer. Our recruitment and selection procedures are monitored and reviewed on a regular basis. The information you provide will be used to aid this process, and will be treated in the strictest of confidence. As this form is for monitoring purposes only, it will be removed from your application before short-listing. Any information you provide on this form will be used in strict accordance with the Data Protection Act.

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| **Date of Birth:**       | **Gender:**       |
| **Do you have a disability as defined under the Disability Discrimination Act 1995?**       |
| **What is your Ethnic Group?**1. White☐ **A.** Scottish☐ **B.** Other British☐ **C.** Irish☐ **D.** Any other white background (please specify)      2. Mixed☐ **A.** Any mixed background (please specify)      3. Asian, Asian Scottish or Asian British☐ **A.** Indian☐ **B.** Pakistani☐ **C.** Bangladeshi☐ **D.** Chinese☐ **E.** Any other mixed background (please specify)      4. Black, Black Scottish or Black British☐ **A.** Caribbean☐ **B.** African☐ **C.** Any other black background (please specify)      5. Other ethnic background☐ Any other ethnic background (please specify)       |
| **What is your religion?**       |
| **What is your Sexual Orientation?**☐ **A.** Bi-Sexual☐ **B.** Gay / Lesbian☐ **C.** Heterosexual☐ **D.** Transsexual☐ **D.** Prefer not to say |

**Please return this form in an envelope marked:**

***Private & Confidential – Equal Opportunities Monitoring Form***

**along with your name**

**To: HR Dept, Simon Community, 472 Ballater Street, Glasgow G5 0QW**