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| logo_new_international_July_2007_blue  **Edinburgh** | **Confidential**L’Arche Edinburgh APPLICATION FORML’Arche strives to be an equal opportunity employer |

**Information for candidates**

**Thank you for your interest in L’Arche. This document is designed to help you with your employment application and should be read in conjunction with the other information provided in this pack.**

**Online Recruitment**

This is a digital recruitment pack.

* You can print this pack and complete it by hand. If completing by hand, please use **black ink**.
* You can complete this pack on your computer if you have Microsoft Word installed.

**Job Description and Person Specification**

A detailed description of the post is enclosed and also available on our website, and applicants are advised to read this carefully before completing their application form, noting on the form any personal skills and experience which they feel are particularly relevant to the job.

**Application Form**

Use of a standard form allows us to process your application more quickly and efficiently. Each part must be fully completed. **Please do not attach a Curriculum Vitae.**

The ‘open’ section on page 7 is to give you the opportunity to note any other experience or skills you may have which you feel are relevant to your application. This could be for example, voluntary work you have been involved in, self-employment, positions of responsibility held in the community, or particular hobbies or interests you may have. Use it, as it provides an opportunity to express your ideas, aims and motivation.

If completing by hand, additional sheets to supplement your application are most welcome but should be clearly identified.

**All inserts and the various declarations on pages 10 and 13 of the form should be read carefully and completed appropriately. Incomplete or missing information could delay the progress of your application.**

**Signatures**

If you are returning this form by email we will ask you to sign your application and inserts at a later stage of the recruitment process.

**Personal Profile Sheet**

We are committed to involving the people who use our services fully in the recruitment process. For this purpose you should use the profile sheet (pages 8-9) to provide them with a short statement about yourself giving you the opportunity to tell them a bit about yourself, your values and the skills you would bring to the post.

This profile will be detached and used as an **essential part of the recruitment process**. It is an opportunity to make your application **accessible to the people** we support who will be interested in finding out about the skills and experience you have which relate to this job.

**Some important points to remember when filling in the Personal Profile Sheet**:

         Most of the people we support find reading difficult

         Use plain English

         Avoid long, complicated sentences

         Avoid putting more than one idea in a sentence

         Avoid using jargon or long words

         If you have to use a long word, explain what it means

         You may wish to include graphics or photographs

         If you are typing your application the font should be at least 14 pts. Do not write in block

capitals

         Large blocks of text can be difficult to follow

If you wish to submit your personal statement by audio/video please attach this along with your application and note on the form that you are doing so.

**Disclosure of Criminal Convictions**

Due to the nature of the position for which you are applying, you are not entitled to withhold information about convictions which, for other purposes, are regarded as ‘spent’. This is because this post is exempted from the relevant provisions of the Rehabilitation of Offenders Act 1974.

**Probationary Period**

If successful in your application, your appointment will be subject to satisfactory completion of a 6 month Probationary Period which will commence on your start date. During this time, you will be supported through a process of induction which will help you to do the following: build positive, support relationships with the people we provide a service to; gain a thorough understanding of the requirements of the role; and understand and demonstrate knowledge of L’Arche’s principles, policies and standards of performance and conduct.

Failure to meet the required standards of performance and conduct for this post may lead to your appointment being terminated.

**Return Process**

Application packs that have been completed by computer can be sent to L’Arche as an email attachment to [edinburgh@larche.org.uk](mailto:edinburgh@larche.org.uk)

They can also be printed and returned by post to:

**L’Arche Edinburgh, Sugarbond Level 1, 2 Anderson Place, Edinburgh, EH6 5NP.**

**If you are using your own envelope, please ensure there is sufficient postage on it. The weight and size of your envelope may exceed the limit for a standard first or second class stamp.**

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| 2007_01_17-16_05_09-logo-de-l-arche-tif[1]  **EDINBURGH** | CONFIDENTIAL    Reference Number: ……………… |

**APPLICATION FORM**

**Role Title: HOUSE LEADER**

**Personal Details**

First Name(s)......................................................................... Surname .......................................……….

Present Address ........................................................................................................................................................………

..................................................................................................Post Code................................................

Country ..........................................…… E-mail ……………………………………………………………………........

Telephone - (daytime) ……………………………………… (Evening) ………………………………………………………….……

Nationality ……………………………

Do you hold a current driving licence? --------------------------------------------

If YES, state which type: FULL / PROVISIONAL

Number of years held? …….. Would you be willing to drive as part of your duties ……………………

Do you require a visa to work in the UK? YES 🞎 NO 🞎

Do you need a work permit to take up employment in the UK? Yes/No

Are you willing to work flexible hours including sleepovers? Yes/No

Please give details of any hours that you would ***not*** be able to work.

…………………………………………………………………………………………………………………………………………………………………

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How did you hear about this vacancy and L’Arche?*………………………………………………………………………………..*

**Are you currently involved in any disciplinary or grievance procedure or have any ‘live’ formal warnings?** YES / NO

**Do you have any friends or family that are existing employees or are relatives of people using our service?** YES / NO

**Are you a member of the PVG Scheme?** YES / NO

If yes, please provide your registration number ………………………………………………………………………………………………

**Are you currently registered with the Scottish Social Services Council?** YES / NO

If yes, please provide your registration number ………………………………………………………………………………………………

**Education and Training**

**SECONDARY EDUCATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Level & Subject | Grade |  | Year | Level & Subject | Grade |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**UNIVERSITY / COLLEGE** (please include current studies)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Institution Attended | Degree(s), Diploma(s) obtained | Date Awarded |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**ANY OTHER RELEVANT QUALIFICATIONS AND MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |  |
| --- | --- | --- |
| Qualification & Subject | Place Attended | Date Awarded |
|  |  |  |
|  |  |  |
| Please name professional bodies you hold a current membership for (such as SSSC, NMC etc) | Registration No and Category | |
|  |  | |
|  |  | |
|  |  | |

**DETAILS OF ANY RELEVANT TRAINING**

|  |  |
| --- | --- |
| Course Title | Date Attended |
|  |  |

**Employment Information**

**PRESENT / MOST RECENT EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address | |  | |
|  | |  | |
| Telephone |  | Date of appointment |  |
| Position held |  | Notice required or date employment ended |  |
| Position responsible to |  | Reason for leaving | |
| Present / Final Salary |  |  | |
| Brief description of duties | | | |
|  | | | |

**PREVIOUS EMPLOYMENT**

(Begin with most recent and include periods of unemployment.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From (MMYY) | To (MMYY) | Employer | Position Held | Final Salary | Reason for Leaving |
|  |  |  |  |  |  |
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**Relevant Experience / Skills and Reasons for Applying for Post**

Tell us about your experience gained in paid and / or voluntary capacities in this section. Please refer to the job description and person specification and show how you match the requirements. Use additional sheets of paper if necessary.

***Be specific – give us direct examples of how you meet the criteria.***

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**Personal Profile Sheet**

**Please fully read the Information for candidates section before completing.**

|  |  |  |  |
| --- | --- | --- | --- |
| First name(s) |  | Surname |  |

|  |  |
| --- | --- |
| Why do you want to be a House Leader with L’Arche? |  |
|  |  |

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| --- |
| What experience do you have of supporting core members and managing assistants? |
|  |

|  |  |
| --- | --- |
| What 5 skills would you bring to the role? | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

|  |  |
| --- | --- |
| What 3 qualities do you think are important in a House Leader? | |
| 1. |  |
| 2. |  |
| 3. |  |

|  |
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| Please imagine yourself in the position where you need support throughout the day, every day of your life, and tell us what would be important to you in order to have your needs met. |
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**Please continue on a separate sheet if necessary.**

**If you have submitted an audio/video version of your personal profile sheet, please tick the following box**

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| **Disclosure of Criminal Convictions** |
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| *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.* |

**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.*

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| **1** | **This person must be your current or most recent employer/supervisor**  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) |
|  | ***Are you happy for us to contact your references before the interview? Yes/ No*** |
| **Declaration**  I 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 are required as part of L’Arche’s recruitment procedures.  In addition to being a regulated, professional care and support provider, L’Arche communities have a faith basis. In the UK, L’Arche is an ecumenical Christian Community that welcomes people of diverse traditions and backgrounds. Respect and openness to the spiritual life of L’Arche is expected as well as supporting people with learning disabilities with their own faith life if they have one. The successful candidate must be committed to supporting the aims and ethos of the Community.  I agree to supporting the aims and ethos of L’Arche:  **Signature: Date:** | |

*October 2019 Edinburgh*