**Finn’s Place/ Langside Church**

# Application Pack

APPLICATION PACK

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All applications to be received by 24th March 2021. Applications can be posted to Ruth Forsythe, Finn’s Place, 167 Ledard Road, Glasgow G42 9QU or emailed to ruth@finnsplace.org.

All applicants invited for interview will be able to sign their application then if you do not have an electronic signature.

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# Finn’s Place

# EQUAL OPPORTUNITIES POLICY STATEMENT

Finn’s Place is an equal opportunities employer and is committed to achieving and promoting equal treatment for all, irrespective of gender (including gender reassignment), age, marital status, disability, racial grounds (race, colour, nationality – including citizenship - ethnic or national origin), sexual orientation, religious belief, responsibility for dependants or employment status.

Finn’s Place is committed to achieving equality of opportunity in all employment practices and in all provision of service. Therefore, this policy applies to all present and prospective employees of Finn’s Place, regardless of their employment status.

Finn’s Place is opposed to all forms of discrimination and will comply fully with the provisions of the key Equal Opportunities legislation and the recommendations of Associated Codes of Practice. Finn’s Place also seeks to reflect good practice guidelines in all areas of discrimination.

Finn’s Place recognises that promoting equal opportunities is an ongoing commitment and therefore this policy and all systems and procedures associated with this policy will be subject to monitoring and review.

Finn’s Place is committed to developing a programme of action to promote diversity and equality and will seek to monitor and review achievements in this area and to make this information freely available.

It is recognised that responsibility for ensuring the full implementation and monitoring of the equal opportunities policy and procedure lies with Finn’s Place as an employer. It is the responsibility of all employees and members of the Board to contribute to the continuing success of this policy by ensuring that discrimination does not occur and that equal opportunities are actively promoted.

This equal opportunities policy is supported by a set of equal opportunities practices and procedures.

# APPLICATION FOR EMPLOYMENT

# GUIDANCE NOTES FOR CANDIDATES

Thank you for your interest in the Finn’s Place. These notes are to help you to make the most of your application. Please read these notes in conjunction with the other information that you will find in your application pack.

If you need any more space for any part of the application form, please continue on a separate piece of A4 paper. Please clearly mark any additional sheets with your initials and the title of the post for which you are applying.

Please do not attach a CV. If attached, CVs will not be used for shortlisting.

**The application pack is in 3 separate parts.**

* **Part A** is the Equal Opportunities Monitoring Form;
* **Part B** is the Application form for Employment (this is the only information that will be used to decide whether or not to shortlist you for interview);
* **Part C** asks for your personal contact details.

Please complete the form in black ink or type so that it can be easily photocopied. Please check through your application form to ensure that all sections are completed and return the form to the address shown on the covering letter by the closing date indicated. Please mark the envelope ‘confidential’.

**NOTIFICATION:**

As an organisation working in the voluntary sector, Finn’s Place is committed to keeping administrative costs to a minimum. Therefore, only candidates that are shortlisted for interview will be contacted further. If you do not hear from us within a period of 4 weeks from the closing date, regrettably your application has not been successful. We would however like to take this opportunity to thank you for your time and for your interest in Finn’s Place.

PART A – EQUAL OPPORTUNITIES MONITORING FORM:

The information provided in this section will be used as a monitoring tool to provide a statistical profile of the applicants for each post. We can assure you that this information will not be seen by the selection panel and will remain strictly confidential. Please also ensure that you return your completed Equal Opportunities Monitoring Form in a separate envelope along with the rest of your application (i.e. parts B and C)

PART B – APPLICATION FORM FOR EMPLOYMENT:

For administrative purposes only, please ensure that you place your initials in the box on page 1 of Part B.

1. POST DETAILS:

Please indicate the name of the post(s) for which you are applying – this will be clearly stated in the advert.

2. RELEVANT EDUCATIONAL, PROFESSIONAL OR TRAINING QUALIFICATIONS:

Please provide details of your educational, professional or training qualifications that you feel are relevant to this post. If selected for interview, and we need to see certificates or qualifications that you hold, you will be asked to bring the originals with you or give your consent to allow Finn’s Place to obtain these documents.

3. FINN’S PLACE STAFF/ BOARD OF TRUSTEES

Please state if you are related to any member of Finn’s Place’s Staff or the Finn’s Place board of trustees. A relationship will not prevent Finn’s Place from considering you for employment but you must declare it.

4. CURRENT OR MOST RECENT EMPLOYMENT:

This section will give us information about work responsibilities that you currently hold or have most recently held.

5. PREVIOUS EMPLOYMENT:

Please list your employment history starting with your current or most recent post. Remember to include periods of vocational or voluntary work, especially if you feel that this information is particularly relevant to your application for this post. In order to provide a continuous employment history, please also include any period of unemployment, study or travel, etc.

**6. ADDITIONAL INFORMATION:**

Use this section to explain why you are applying for the post and to tell us about the qualities, skills, experience and achievements that you believe make you the right person for this post. Please make particular reference to the person specification and job description provided and continue on a separate sheet if necessary. Attached CVs will not be considered.

**7. RIGHT TO WORK IN THE UK:**

It is a requirement for Finn’s Place and Langside Church to ensure that all employees are permitted to work in the UK. Therefore, if you are selected for appointment, you will be asked to provide relevant documentation confirming your right to work in the UK.

**8. REFERENCES:**

It is Finn’s Place policy to contact referees prior to interview. However, if you do not want Finn’s Place to contact one or more of your referees, please indicate this clearly on the form by ticking the box under the referee details.

We ask for two referees:
Referee 1 - your current or most recent employer

Referee 2 - your previous employer or another person who knows you in a professional capacity (but not a colleague or member of your staff)

Employment referees should be an individual who has current line management responsibility for you, or had line management responsibility for you in a previous post. Please ensure you provide full contact details for each referee.

**9. ADVERTISING:**

Please state where you found out about the vacancy.

**10. PVG SCHEME DISCLOSURE:**

Finn’s Place will obtain a PVG Scheme Disclosure Record for the successful candidates. This will be taken up after the interview. Offers of employment will not be made until a satisfactory PVG disclosure record has been received, and you should be prepared to discuss the disclosure in more detail if necessary. This may mean a delay between your interview and offer of post.

**11: INTERESTS/HOBBIES:**

Tell us a about yourself.

**PART C: CONTACT DETAILS AND DATA PROTECTION DECLARATION**

**DATA PROTECTION:**

You must sign and date this on page 1. This confirms that you are happy with Finn’s Place/ Langside Church holding personal data in relation to the recruitment process.

POST DETAILS:

Please indicate the name of the post(s) for which you are applying – this will be clearly stated in the advert.

PERSONAL INFORMATION:

Please ensure that you provide your full address and contact numbers to ensure that we can contact you quickly if necessary. Please indicate whether we may contact you at work (with discretion)

DECLARATION:

You must sign and date the declaration on page 2. This confirms that all the information given in Part A, B and C is, to the best of your knowledge, correct and accurate.

**Thank you for taking the time to read this information sheet and for your interest in Finn’s Place and Langside Church.**

# Part A – Equal Opportunities Monitoring Form

Please complete this form for the purposes of equal opportunities monitoring. If you have difficulty reading or understanding this form please contact Ruth Forsythe at Finn’s Place for help.

**The information you provide on this form will be treated as strictly confidential and will not be made available to any person involved with the selection process.**

We would like you to answer as many questions as possible. However, if there are questions that you would rather not answer please simply move on to the next question. The information we gather on these forms helps us put into action our equal opportunities policy and helps us monitor that there is no discrimination against applicants or employees at Finn’s Place.

## Monitoring Form Information - Please mark the appropriate boxes with an X. If you are using a computer to complete the application, then please double click the box and choose the option to check the box.

**1. Gender Identity:** Are you: **2. Marital Status:** Are you

Male [ ]  Married/Civil Partnership [ ]

Female [ ]  Neither [ ]

Other [ ]  …………………………… I prefer not to answer this question [ ]

I prefer not to answer this question [ ]

**3. Disability:** **4. Caring Responsibilities:**

Do you consider yourself disabled? Are you responsible for dependants?

Yes [ ]  Yes [ ]

No [ ]  No [ ]

I prefer not to answer this question [ ]  I prefer not to answer this question [ ]

**5. Transgender Status:**

Do you consider yourself or have you ever considered yourself to be transgender?

Yes [ ]

No [ ]

I prefer not to answer this question [ ]

**6. Religion:**

Which of the following religions, religious denominations or bodies do you currently belong to:

None [ ]  Jewish [ ]

Church of Scotland [ ]  Muslim [ ]

Roman Catholic [ ]  Sikh [ ]

Other Christian [ ]  Buddhist [ ]

please specify……………… Hindu [ ]

Other religion [ ]  please specify……………………

I prefer not to answer this question [ ]

**7. Sexual Orientation**: Are you:

Heterosexual [ ]  Lesbian [ ]

Bisexual [ ]  I prefer not to answer this question [ ]

Gay [ ]

**8. Age:** Are you:

Under 21 [ ]

21-30 [ ]

31-40 [ ]

41-50 [ ]

51-60 [ ]

60+ [ ]

I prefer not to answer this question [ ]

**9. Ethinic Origin:**

What is your ethnic group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background**.**

**A. White**

[ ]  Scottish

[ ]  Other British:

[ ]  Irish

[ ]  Any other white background, please specify………………………………………………………

## B. Mixed

[ ]  Any mixed background, please specify……………………………………………………………

## C. Asian, Asian Scottish Or Asian British

[ ]  Indian

[ ]  Pakistani

[ ]  Bangladeshi

[ ]  Chinese

[ ]  Any other Asian background, please specify………………………………………………

**D. Black, Black Scottish Or Black British**
[ ]  Caribbean

[ ]  African

[ ]  Any other black background, please specify

**E. Other Ethnic Background**

[ ]  Any other background, please specify………………………………………………………………

**F**. [ ]  I prefer not to answer this question

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# Part B - Application Form for Employment

Please fill in this form using black ink and capital letters or black typescript.

The information contained in part B will be used as part of the selection process and will therefore be made available to all persons involved in the selection process.

**For administrative purposes, please ensure that you put your initials in this box**

|  |
| --- |
| SECTION 1 - POST DETAILS |
| **POST TITLE:**  | **Applicant Number****(For office use only)** |  |

|  |
| --- |
| SECTION 2 – RELEVANT EDUCATIONAL, PROFESSIONAL OR TRAINING QUALIFICATIONS  |
| **Qualification** | **Grade** | **Where achieved** | **Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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| --- |
| SECTION 3 – FINN’S PLACE BOARD Are you related to any member of Finn’s Place’s Staff of Board of trustees? If so whom:*A relationship will not prevent Finn’s Place from considering you for employment but you must declare it.*  |

|  |
| --- |
| **SECTION 4 - CURRENT OR MOST RECENT EMPLOYER** |
| JOB TITLE AND DESCRIPTION OF DUTIES:  | Date Appointed | Date ended *(if applicable)* | Salary | Notice Period | Reason for leaving |
|  |  |  |  |  |
| Name and address of Employer |

+

|  |
| --- |
| SECTION 5 - PREVIOUS EMPLOYMENT Please put in chronological order, starting with the most recent. |
| **Dates (From– To)** | **Employer Name**  | **Post Title and Responsibilities** | **Reason for Leaving** |
|  |  |  |  |
| SECTION 6 - ABOUT YOU – EXPERIENCE AND PERSONAL QUALITIESUse this section to explain why you are applying for the post. Using the person specification list the skills, experience and qualities you have that match those listed in the person specification. Please tell us about your qualities, skills, experience and achievements that you believe make you the right person for this post. Please continue on a separate sheet if necessary. NB: CVs will not be considered. |
|  |
|  **SECTION 7 – RIGHT TO WORK IN THE UK:**It is a requirement for Finn’s Place to ensure that all Finn’s Place employees are permitted to work in the UK. Therefore, if you are selected for appointment, you will be asked to provide relevant documentation confirming your right to work in the UK. |

|  |
| --- |
| SECTION 8 – REFEREESPlease give the names, addresses, telephone numbers and e-mail address, if appropriate, of two referees, one of whom must be your current or most recent line manager. Please see the guidance notes for further information.Please indicate clearly if you do not want Finn’s Place to contact a referee prior to interview. |
| CURRENT/MOST RECENT EMPLOYER: | **PREVIOUS EMPLOYER/OTHER PERSON WHO KNOWS YOU IN A WORK RELATED CAPACITY:** |
| NAME:  | NAME:  |
| Company Name  | Company Name  |
| ADDRESS: | ADDRESS: |
| POSTCODE: | POSTCODE: |
| Please describe how this person knows you: | Please describe how this person knows you: |
| TEL: | TEL: |
| E-MAIL ADDRESS: | E-MAIL ADDRESS: |
| Please do not contact this referee prior to interview (Mark box with X if appropriate) [ ]   | Please do not contact this referee prior to interview (mark box with X if appropriate) [ ]   |
| SECTION 9 – ADVERTISINGWhere did you find out about this vacancy? Finn’s Place Website [ ]  Langside Church website [ ]  Goodmoves Website [ ]  Word of mouth [ ]  Facebook [ ] Other [ ]  please detail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SECTION 10 – PVG DISCLOSUREFinn’s Place will obtain a PVG Scheme Disclosure Record for the successful candidates. This will be taken up after the interview. Offers of employment will not be made until a satisfactory PVG disclosure record has been received, and you should be prepared to discuss the disclosure in more detail if necessary. This may mean a delay between your interview and offer of post. In line with Finn’s Place’s Disclosure Policy any person who has been convicted of offences (including road traffic offences) within the last 5 years will not be considered for employment within Finn’s Place.  |

**Section 11: Interests/Hobbies**

Can you tell us a bit about yourself. What is important to you? What have you done in the past?

What are your interests and hobbies? How do you like to spend your time?

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# Part C – Contact Details and Data Protection Declaration

### **If you have difficulty reading or understanding this form please contact Finn’s Place for help.**

**Data Protection Act 1998:**

Please read and sign below:

In applying for this post, I give my consent to Finn’s Place /Langside Church holding and processing data which is relevant to the recruitment process. This includes sensitive personal data which will be used for monitoring purposes.

Signature……………………………………………………… Date……………………………………..

**Contact details:**

 **Please fill in the following form so that we have your correct details in the event that we need to contact you.**

|  |  |
| --- | --- |
| **Post Title:**  | For office use only:Applicant number |

|  |  |
| --- | --- |
| **Personal Details** |  |
| Title: | Surname: |
| Address:  | First Name(s): |
| Email: |
| Home Number: |
| Mobile Number: |
| Post code | Work contact number:(Please indicate whether we may, with discretion, contact you at work) [ ]  |

**DECLARATION**

I confirm that the all the information contained in Part A – Equal Opportunities Monitoring Form, Part B – Application Form for Employment, and Part C – Contact Details and Data Protection Declaration is true and correct to the best of my knowledge.

Signature………………………………………………………….Date……………………………………