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| logo_new_international_July_2007_blue | **Confidential**L’Arche 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 complete this pack on your computer if you have suitable word processing software installed.

**Job Description and Person Specification**

A detailed description of the post is enclosed/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.

If applying for more than one post, please show these in order of preference, stating clearly their job titles, locations and vacancy reference number, if given.

The second table in section C 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.

**Eligibility to Work and Live in the UK**

Please note that L’Arche is unable to sponsor the employment of international workers for this post. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. You would only be able to take up this position if you can demonstrate an alternative right to work in the UK.  If you are already eligible to work in the UK or would be able to demonstrate eligibility to work in the UK please provide further information as part 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. Electronic signatures are acceptable.

**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.

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

[edinburgh.recruitment@larche.org.uk](mailto:edinburgh.recruitment@larche.org.uk)

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***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) ………………………………………………………….…………..  Sex: FEMALE 🞎 MALE 🞎  National Insurance No. ……./ ……./ ……./ …..../ …..  Do you require a visa to work in the UK? YES 🞎 NO 🞎  *Applicants from outside the UK may be required to secure a visa to reside and work in the UK. For this post we would be unable to sponsor you to secure a visa.*  *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? 2. How much notice are you required to give your current employer? / When would you be available to start? 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 16, 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, email 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)*

Please provide a short statement on your personal suitability for the job, your hopes, aspirations and what you want to get from working with L’Arche. 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.

Please imagine yourself in the position where you need support throughout the day, every day of your life, and identify what would be important to you in order to have your needs met.

How would your friends describe you?

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?

Do you have any questions or concerns?

Please provide details of any current disciplinary proceedings and any “Live” formal warnings

Please declare any family or close relationship to existing employees and/or relatives of people using our service

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| F DISCLOSURE OF CRIMINAL BACKGROUND |
| *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.*  Are you a member of the PVG scheme? YES 🞎 NO 🞎 If yes, please provide number:  Are you registered with SSSC? YES 🞎 NO 🞎 If yes, please provide license number: |

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. Please provide business address and email addresses rather than personal contact information.*

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 may contact your referees prior to interview unless you ask us not to do so*** |
| **H D**ECLARATION  I declare that the information I have given on this form and any additional documents submitted with it (e.g. a CV), 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. See the GDPR privacy notice for applicants.  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.  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. You are not personally required to follow any particular religion or faith but must be committed to supporting the aims and inclusive ethos of the Community.  I agree to supporting the aims and ethos of L’Arche.  **Signature: Date:** | |