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Application form and Equal Opportunities form for Learning and Bakery Lead

Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete **ALL** sections of the Application Form which are relevant to you as clearly and fully as possible. CVs are not accepted. Electronic copies are our preferred option of submission, but if submitting by hand please complete in capitals and black ink.

**Safeguarding Children, Young People & Vulnerable Adults**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

**Interview Process**

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description carefully before completing.

We will seek references on shortlisted candidates prior to interview. Any relevant issues arising from references will be taken up at interview.

**Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

* Verification of right to work in the UK
* Receipt of at least two satisfactory references (if these have not already been received)
* Verification of identity and qualifications
* Satisfactory DBS Disclosure
* Verification of professional status if needed
* Satisfactory completion of the probationary period.
* Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

**You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.**

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| --- | --- | --- |
| Application Form | **For Office Use Only:** | |
| Section A | **Application Number:** |  |

**EQUAL OPPORTUNITIES –** *THIS FORM WILL BE NOT BE USED BY THE SHORTLISTING PANEL*

Please note that if you have a disability and you require having this form, or submitting the information with regard to this form in another format, such as larger print or audio-tape, please contact us by writing, emailing or telephoning the Bakery.

Step and Stone is working towards equality of opportunity for all who apply for employment with the organisation. We are actively opposed to discrimination and want to ensure our processes support recruitment of the full diversity of people. We believe that monitoring our recruitment results will help us assess any areas requiring improvement. In order to assist us with this, we would be grateful if you would complete this form and return it with your application.

Step and Stone undertakes that this form will not be seen anyone involved in the recruitment and selection of staff and will remain confidential to be used solely for the purpose of monitoring the effectiveness of our equal opportunities policy.

**Your help in this matter is entirely voluntary and will in no way affect your application.**

Post applied for: ………………………………………………………………………………

Please indicate your gender: Male  Female  Non-binary  Prefer not to say

Please indicate your age: 16 – 25  26 – 35  36 – 45  46 - 55  56 – 65  65+

Ethnic origin is not about nationality, place of birth or citizenship. It is to do with colour and broad ethnic group. UK citizens can belong to any of the groups indicated below.

Would you describe yourself as:

**White Mixed**

British  White & Black Caribbean

Irish  White & Black African

Any Other White Background  White & Asian

(Please state) ………………….. Any Other Mixed Background

(Please state) ……………………

**Black or Black British Asian or Asian British**

Caribbean  Indian

African  Pakistani

Any Other Black Background  Bangladeshi

(Please state) ………………….. Any Other Asian Background

(Please state) ……………………

**Chinese**  **Any Other (Please state) ………………………….**

Do you consider yourself to have a disability within the meaning of the Disability Discrimination Act 1995 (see end of this part of form for definition)? Yes  No

We fully support the social model of disability and we recognise that people with different impairments or medical conditions can experience different barriers. If you have selected yes, please select the nature of your disability:

Physical/sensory impairments  Learning difficulty & specific learning difficulties

Mental health difficulties  Medical conditions

***Thank you for your assistance***

**Application Form**

Section B

Please note that if you have a disability and you require having this form, or submitting the information with regard to this form in another format, such as in larger print or audio-tape, please contact us by writing, emailing or telephoning the bakery.

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| --- | --- |
| **Post Applied For:** |  |
| **How did you hear about this vacancy?** |  |

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| --- | --- | --- | --- |
| **Personal Details** | | | |
| **Family Name (Including Preferred Title)** | |  | |
| **First Name(s)** | |  | |
| **Address (Inc. Postcode)** | |  | |
| **Contact Telephone No:** | |  | |
| **E-Mail Address** | |  | |
| **Nationality** | |  | |
| **National Insurance Number** | |  | |
| **Are you eligible to work in the UK?** | | **YES  NO** | |
| **Please state what documentation you can provide to demonstrate this** e.g.British Passport, EEA ID card, passport or travel document showing an authorisation to reside and work in the UK | | | |
|  | | | |
| **Any offer of employment will be subject to successful verification of your right to work in the UK**. | | | |
|  | | | |
| Section A&B of the Application Form will be detached prior to short-listing. Panel members will not have details of your personal information until after short-listing has been completed. | | | |
| **For Office Use Only:** | | |  |
| **Application Number:** |  | |  |

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| Application Form | **For Office Use Only:** | |
| Section C | **Application Number:** |  |

**Present Post Details**

|  |  |
| --- | --- |
| **Name and address of current employer:** | |
|  | |
| **Telephone Number:** |  |
| **Date of appointment to organisation** (DD/MM/YY): |  |
| **Job Title** |  |
| **Contract Type** | **TEMPORARY  PERMANENT** |
| **Date of appointment to post, if different** (DD/MM/YY): |  |
| **Type of Appointment**: | **FULL-TIME  PART-TIME** |
| **Salary/Allowance Details:** |  |
| **Reason for Leaving:** |  |
| **Date free to take up appointment** (DD/MM/YY): |  |

**Previous Employment**

Please list your most recent position first and continue on a separate sheet where necessary

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| --- | --- | --- | --- | --- | --- |
| **Name and address of employer** | | **Position held** | **Start**  **Date** | **End**  **Date** | **Reason for leaving** |
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| **Please use the space below to explain any gaps in your employment.** | | | | |
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**Previous Employment with Adults with Learning Difficulties**

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| --- | --- | --- | --- | --- |
| **Other than the employment mentioned above, have you ever worked within a role that involved contact with adults with learning difficulties?** | | | | |
| **YES  NO** | | | | |
| **If yes, please provide details below.** | | | | |
| **Name and address of employer** | **Position held**  (Please state if Full-time or Part-time) | **Start Date**  (mm/yyyy) | **End Date**  (mm/yyyy) | **Reason for leaving** |
|  |  |  |  |  |
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**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **School/College/University** | **Subjects Taken** | **Examination Results/Grades** |
|  |  |  |  |

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| **Other Professional Qualifications** including membership of Professional Bodies |
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| **Other Experience Relevant to the Post** e.g. Work Experience, Voluntary positions |
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| **Personal Interests** |
|  |

If you need to give more information about any of the above, please continue on a separate sheet

**Relatives**

|  |  |
| --- | --- |
| **Are you related to, or know personally, any Step and Stone employee?** | **YES  NO** |
| **Name of person:** |  |
| **Position held within Step and Stone:** |  |
| **Relationship of person to you:** |  |

**Safeguarding Children, Young People & Vulnerable Adults**

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| **We are committed to safeguarding and promoting the welfare of our services users. We expect all staff to share this commitment and to undergo appropriate checks. Any offer of appointment is subject to satisfactory DBS (Data Barring Service) Enhanced Disclosure Check.** |

|  |  |
| --- | --- |
| **Do you have a DBS certificate?**  **If so, please provide the number, date of issue and date of birth:** |  |
| **Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with children or young people and vulnerable adults?** | **YES**  **NO** |
| **Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?** | **YES**  **NO** |
| **If you have answered ‘yes’ please give full details on a separate sheet** | |
|  | |

**Criminal Convictions**

|  |
| --- |
| **This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offender Act 1974. Applicants must declare any convictions which for other purposes are “spent” and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action. Any information will be treated confidentially.** |

|  |  |
| --- | --- |
| **Have you ever been convicted of a criminal offence by a Court of Law?** | **YES  NO** |
| **Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding?** | **YES  NO** |
| **If yes, please give details on a separate sheet including the offence and the date.** | |

**Referees**

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| **Please give the name and address of two people whom we may contact for a reference. One of these should be from your current or most recent place of employment.**  **Please note that we will contact these referees if you are short listed for this post and seek reference before interview.  Also, in relation to work with vulnerable adults, we will seek information about any past disciplinary issues relation to vulnerable adults you may have been subject to.  If you have any concerns about this, please do not hesitate to contact us.** |

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| --- | --- | --- | --- | --- | --- |
|  | | **1st Referee** | | **2nd Referee** | |
| **Name** | |  | |  | |
| **Status** | |  | |  | |
| **Organisation** | |  | |  | |
| **Relationship** | |  | |  | |
| **Address** | |  | |  | |
| **Tel. No.** | |  | |  | |
| **Fax No.** | |  | |  | |
| **E-mail address** | |  | |  | |
|  | | Is this referee aware of your application for this post?  **Yes**  **No**  Are you willing for this referee to be approached to prior to interview?  **Yes  No** | | Is this referee aware of your application for this post?  **Yes  No**  Are you willing for this referee to be approached to prior to interview?  **Yes  No** | |
| **Applications from people with disabilities, or those with health problems, who meet the essential criteria are welcome and will be given full consideration. Please let us know in the space below if you have any access requirements at interview, or if there is anything you would like to make us aware of:** | | | | | |
|  | | | | | |
| **Data Protection Statement**  The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.  If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner's Office. | | | | | |
| **DECLARATION**  **I acknowledge that Step and Stone is committed to safeguarding and promoting the welfare of vulnerable adults and to this end hereby certify that I am not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body such as GTC, and have no convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).**  **I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, all of which must be deemed by Step and Stone as satisfactory.** | | | | | |
| **Signed** |  | | **Date** | |  |

Application Form

Section D

|  |  |
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| **Post Applied For:** |  |
| **Name:** |  |

Please complete the following sections, using additional space if necessary.

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| --- | --- | --- | --- | --- |
| **1.** | **How do your personal qualities and professional experience qualify you for this position?**  Please use this section to explain in detail how you meet the requirements of the Job Description. If you have been involved in voluntary / unpaid activities, please also include this information.  ***Please state as much evidence as possible***. | | | |
|  | | | | |
| **2.** | **Professional Skills**  Please provide a brief statement setting out how you have developed your professional skills and the relevance that you think these skills may have to this role. | | | |
|  | | | | |
| **Declaration**  I confirm that to the best of my knowledge, the information given on this form is true and correct and can be treated as part of any subsequent contract of employment. | | | | |
| **Signature** | |  | **Date** |  |

Please return your completed application by email to welcome@stepandstone.co or by post to:

Step and Stone

The Park Centre

Daventry Road

Knowle

Bristol

BS4 1DQ

**If returning this application electronically you are confirming that the information is true and accurate to the best of your knowledge.**