2 Balfour Court

Unlocking Futures

Leyland

Lancashire

PR25 2TF

01772 678979

18th April 2024

Dear Sir / Madam,

Thank you for your enquiry regarding the vacancy for a Refuge Support Worker

* Application and equality monitoring form.

The completed form should be returned to David Nuttall [davidn@keycharity.org.uk](mailto:davidn@keycharity.org.uk) at the above address no later than Tuesday 7th May 2024either by email, post or in person. If you do not receive a reply stating, you have been shortlisted within 10 working days of the closing date you can assume your application has been unsuccessful.

**Advice on completing this form**

Your application form plays an important part in your selection. It is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the specifications.

Look carefully at the job information. Ask yourself why you are interested in the job. Don’t copy the same application for a series of jobs.

Read the information carefully. This outlines the type and range of skills, experience, etc. that Key would like the candidate to possess or have the potential to develop.

Try to complete the form in a concise, well organised, and positive way.

**Key** aims to be an equal opportunity employer and intends that no job applicant or employee shall receive less favourable treatment because of his or her gender, age, ethnic origin, religious belief, impairment, marital status, sexual orientation, or disability nor to be disadvantaged by any other individual characteristic or condition which cannot be shown to be justifiable.

**General Data Protection Regulations**

The information supplied on this form will be held digitally, for a period of no more than 12 months. All the information supplied by you is strictly confidential and will only be used for the purpose of recruitment and personnel administration.

Please note that we have the right to reject an application without giving a reason.

Please complete the equal opportunity monitoring information requested at the end of this form.

Application for employment

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| Position / Role | Refuge Support Worker | Closing Date | 9am Tuesday 7th May 2024 |
| Name |  | | |
| Do not send your CV as this will be disregarded. Please note that if successful the interview invitations will be sent by email, if you have not received an invite 10 days after the closing date, unfortunately you have not been successful on this occasion. | | | |

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| Personal Information | | |
| Permanent Address | Contact details | |
|  | Phone contact |  |
| Email address |  |

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| --- | --- | --- | --- |
| Referees: Name and address of two referees  (one of whom must be your current/most recent employer) | | | |
| Name |  | Name |  |
| Address |  | Address |  |
| Phone number |  | Phone number |  |
| Email address |  | Email address |  |
| Relationship |  | Relationship |  |

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| Education & Training  Please include details of all educational and vocational qualifications and training completed: | | | |
| Dates | School/College/University | Subject | Qualifications |
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| **Present or most recent employer**  Role / Main duties / responsibilities | | | |
|  | | | |
| Start date |  | Salary |  |
| Notice period or date left |  | Reason for leaving |  |

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| **Previous employment**  Please give details of your working experience, including work experience training schemes & voluntary work starting with the employer previous to your present/most recent employer and working backwards. Please account for any gaps in your work record since leaving school/education. | | | | | |
| Employer | Dates employed.  from - too | | Responsibilities | Salary | Reason for leaving |
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| **Supporting Statement**  Please use the following space to give further information that will help us to decide whether or not to invite you for interview. Maximum equivalent of 2 sides of A4.  You should include in your statement: -  • Why you want to apply for this post.  • How your skills/experience match the job description and person specification.  • Any details of other interests/voluntary work relevant to the post. |
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| Additional information | | | | |
| Have you got a full driving licence, and have you got use of a car for work? | Yes |  | No |  |
| Do you have any unspent convictions? | Yes |  | No |  |
| Do you require a permit to work in the UK? | Yes |  | No |  |

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| **Disability Monitoring**  Key Unlocking Futures is striving to be an equal opportunities employer and guarantees an interview to those people with disabilities who meet the essential criteria for the job. So that we can meet this commitment, could you please confirm whether or not you have an impairment that affects your day-to-day activities?  The Equality Act 2010 defines disability as: A physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities. | | | | |
| Do you consider yourself to have a disability? | Yes |  | No |  |
| If yes, please give details and indicate whether you would need any help/special equipment to enable you to carry out the duties outlined in the job description and please state any considerations that may help you if you are invited for interview. | | | | |
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| Where / how did you hear about this vacancy? | | | | |
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| I certify that the information in this application is accurate and complete to the best of my knowledge. To the best of my knowledge there is no reason why I should not be able to carry out fully the tasks described for this post. I understand that Key Unlocking Futures may decline my application without giving reason. | | | |
| Signed |  | Date |  |

**Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.**

This post is exempt from the above and therefore you are required to complete the section below.

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| Post applied for: | Refuge Support Worker | | |
| The work for which you are applying involves working with vulnerable people and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any pending prosecutions or convictions you may have, and any cautions, reprimands, or warnings. Key is also entitled, under arrangements introduced for the protection of vulnerable people, to check with the Disclosure and Barring Service (formerly the CRB) for the existence and content of any criminal record of the successful applicant. Information received from the DBS will be kept in strict confidence.  The disclosure of a criminal record, or other information, will not debar you from the appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision Key will consider the nature of the offence, how long ago and your age when it was committed and any other factors which may be relevant, including appropriate considerations in relation to Key’s Equal Opportunities Policy. Failure to declare a conviction, caution or bind over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.  ***Please enter below details of convictions for any offence (including traffic convictions and appearances before a court martial) or formal cautions by police for any offence or any cautions, reprimands, or warnings.*** | | | |
| If you have no such convictions, cautions, reprimands, or warnings, please state this to be so below. | | | |
|  | | | |
| I recognise that if I fail to declare a conviction, caution, reprimand or warning, this may disqualify me from appointment or result in summary dismissal if the discrepancy comes to light. | | | |
| Signed |  | Date |  |

Equal Opportunities Monitoring

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| **Post Applied for:** | Refuge Support Worker |

* Key aims to be an equal opportunity employer and select staff solely on merit. Key intends that no job applicant or employee shall receive less favourable treatment because of his or her gender, age, ethnicity or race, religion or belief, disability, marriage-civil partnership, sexual orientation, gender reassignment or pregnancy/maternity nor to be disadvantaged by any other individual characteristic or condition which cannot be shown to be justifiable.
* The information will only be used for monitoring purposes and will be treated as confidential and will not be seen by anyone other than Key’s Operations Manager.
* Please provide the information below, which will be treated as strictly confidential and will only be used for monitoring purposes. Monitoring the profile of our work force and users is an important element in ensuring our practices are effective.

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| To which gender do you most identify | | | | | | | | | | | | | | |
| Male | |  | Female | |  | | Transgender | |  | Do not wish to disclose | | |  | |
| Please indicate your age group | | | | | | | | | | | | | | |
| Age | 16 - 24 | |  | 25 - 44 |  | 45 - 64 | |  | 65+ | |  | Prefer not to say | |  |

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| **Please indicate which ethnic group you feel describes you most** | | | |
| White – British |  | Mixed – White and Black Caribbean |  |
| White – Irish |  | Mixed – White and Black African |  |
| Asian or Asian British |  | Mixed – White and Asian |  |
| Black British – Caribbean |  | Other Ethnic Group (please state) |  |
| Black British – African |  | Prefer not to say |  |

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| **Please describe your religion or belief** | | | |
| No Religion |  | Sikh |  |
| Christian (all denominations) |  | Buddhist |  |
| Muslim |  | Other (please state) |  |
| Hindu |  | Prefer not to say |  |

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| **Please indicate which sexual orientation you feel describes you most closely** | | **Would you consider yourself to have a disability?** | |
| Heterosexual |  | Yes | No |
| LGBTQ+ |  |
| Prefer not to say |  |