



Mount Vernon Green • Hall Lane • Liverpool L7 8TF  
Telephone: 0151-709 0990 • Facsimile: 0151-709 9326 • Minicom: 0151-709 4962  
E-mail: [info@localsolutions.org.uk](mailto:info@localsolutions.org.uk) • Website: [www.localsolutions.org.uk](http://www.localsolutions.org.uk)

Dear Sir/Madam,

Further to your enquiry for the recently advertised vacancies. Please find enclosed the following:-

Guidance Notes  
Application Form  
Job Description  
Job Specification  
Disclosure Information Form  
Area Availability Form

Can you ensure that you read the guidance notes carefully and complete all sections of the application form? The application form is your opportunity to give us as much information about your skills and experience as you can, the interview selection will be based solely on your application form.

**Please return the completed application form to;**

**Local Solutions  
Human Resources Department  
FREEPOST LV7017  
Liverpool  
L7 8BR**

After attending the interview the application process will take approximately six to eight weeks, due to the fact that the position is subject to an Enhanced Criminal Records Bureau Disclosure check.

**Please Note:**

**If you do not receive a reply within four weeks of submitting your application, you can assume that your application has not been successful and we will not be writing to you further. The hourly rate of pay will vary depending upon the geographical area worked.**

Yours faithfully,

Andrew Bennett  
Senior HR Recruitment Officer




# Local Solutions

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<b>APPLICATION FORM</b> PRIVATE AND CONFIDENTIAL	<b>Please complete in black ink or typescript</b>
<b>This form is also available in Large Print, Braille and Tape Cassette</b>	

<b>1. JOB DETAILS</b>	
Where did you see the post advertised?	
Application for Post of:	
Department/Location:	

<b>2. PERSONAL DETAILS</b>		
Title:	Forename:	Surname
Address (including postcode):		
Daytime Telephone Number:		
Evening Telephone Number:		
Mobile Telephone Number:		
E-mail address:		
Are you a UK Resident ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If NO, Do you hold a work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Expiry Date:		

Data Protection Act 1998  
 Information on this form may be held on computerised records. Strict confidentiality will be observed and disclosures will only be made for payroll and personnel administration purposes.

<b>3. PRIVATE AND CONFIDENTIAL</b>
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**TRANSPORT DETAILS**

Do you have a full valid UK driving licence? Yes  No

Do you have access to your own private vehicle for work purposes? Yes  No

**CRIMINAL CONVICTIONS** (Please refer to guidance documents).

Do you have any previous convictions, cautions, reprimands or final warnings? Yes  No

Are there any criminal proceedings pending against you? Yes  No

If **YES**, please detail offence(s) including dates and sentence(s) on a separate sheet and attach in a sealed envelope marked confidential.

**4. EQUALITY OF OPPORTUNITY**

Date of Birth:	
National Insurance Number:	
If you are related in any way to an employee of Local Solutions please give details here	
Gender	Male No <input type="checkbox"/> Female <input type="checkbox"/>

**DISABILITY**

- i) Do you consider yourself to have a disability? (Please Tick) Yes  No
- ii) Would the provision of any aids or adaptations assist you in carrying out the duties of this post?  
Yes  No
- iii) If YES, Please State:
  
- iv) Is there anything we need to know about your disability in order that you can have a fair interview?  
E.g. do you need a hearing loop, an accessible interview room? Please state:

**ETHNIC ORIGIN**

I would describe my ethnic origin as – please tick

**WHITE:**

English  Scottish  Welsh  White Irish

**MIXED:**

White and Black Caribbean  White and Black African  White and Asian

**ASIAN OR ASIAN BRITISH**

Indian  Pakistani  Bangladeshi

**BLACK OR BLACK BRITISH**

Black Caribbean  Black African

**CHINESE OR OTHER ETHNIC GROUP**

Chinese

**Any other ethnic background** – please state here: .....

Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. These groups are recommended by the Commission for racial Equality and take account of those used in the 2001 Census.

**5. QUALIFICATIONS & TRAINING**

Please give details of all the qualifications you have attained starting with your most recent and work back to secondary education. You should continue on a separate sheet as required. Please give details of any training and development activities you have completed, including vocational ones you feel are relevant to your application and are not covered by any other section.

Date From	Date To	QUALIFICATIONS/ TRAINING	LEVEL – E.G. GCSE, NVQ, BSc +grade/or equivalent /DURATION

**6. PRESENT/LAST EMPLOYER**

Name of Organisation	Position Held
Address (including postcode)	
Start Date	End Date
Main Duties and Responsibilities	Reason for Leaving/ Reason for this application
Period of Notice Required	

**PREVIOUS EMPLOYMENT HISTORY – (Most Recent First) Please ensure a full employment history is given in including details of any unemployment, etc**

From MM/YY	To MM/YY	Name and Address of Employer	Post held and brief description of duties	Reason for leaving

**PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY**

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## 8. OTHER RELEVANT SKILLS AND KNOWLEDGE

The following section will ensure that we successfully recruit people who believe in and can demonstrate the behaviours and values sought by Local Solutions.

Please use the space below to explain how you meet the specific requirements of the enclosed job description and person specification (continuing on a separate sheet if required).

**9. REFEREES**

Please give details of three referees as detailed below. If you have had any previous employment, you must provide the details of your two most recent employers for referees one and two. If you are unable to provide any employment referees please give the details of three professional referees. A professional referee needs to be from a professional member of the community e.g. Teacher, Nurse, Police Officer, etc. We reserve the right to contact any of your previous employers for a reference unless you state otherwise.

<b>CURRENT EMPLOYER \ PREVIOUS EMPLOYER</b>	
Name:	Organisation:
Job Title :	Email Address:
Address (including postcode)	
Telephone Number:	Fax Number:

<b>PREVIOUS EMPLOYER \ PROFESSIONAL REFEREE</b>	
Name:	Organisation:
Job Title :	Email Address:
Address (including postcode)	
Telephone Number:	Fax Number:

<b>PROFESSIONAL REFEREE</b>	
Name:	Organisation:
Job Title :	Email Address:
Address (including postcode)	
Telephone Number:	Fax Number:

Please indicate by placing a tick in the appropriate box whether you are prepared to give permission for us to release your payroll and/or personnel details (as appropriate) should we receive a request from a third party e.g. a prospective employer, building society etc.) YES  NO

**10. DECLARATION**

I certify that the information on this application form is accurate and true. I give my consent to the processing, transfer and disclosure by the Company of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training. (Data Protection Act 1998)

I understand that, if appointed, any false statement later revealed may result in disciplinary action against me, including dismissal.

Signed: .....

Date: .....  
(If you return this form by e-mail without a signature you will be assumed to have accepted the above declaration)

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## AREA AVAILABILITY FORM

Due to the wide geographical area covered by Local Solutions we will try our best to employ you in the area nearest to where you live, although this may not always be possible. To help us with the recruitment process, & if you please can you tick the box next to the areas where you are willing to travel? We operate in the following areas:

### Liverpool

Speke	Woolton	Belle Vale	Garston
Gateacre	Lee Park	Allerton	Childwall
Netherley	Hunts Cross	Wavertree	Toxteth
Kensington	Old Swan	Tuebrook	Anfield
Everton	Walton	Norris Green	West Derby

### Wirral

Birkenhead	Wallasey	Nocturum
Rockferry	Beechwood	New Brighton
Wallasey Village	Prenton	Oxton

### Sefton

Netherton	Litherland	Seaforth	Aintree
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### Knowsley

Huyton	Whiston	Kirkby	Halewood
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### Halton

Broadheath	Ditton	Hough Green	Hale
Appleton	Birchfield	Farnworth	Kingsway
Riverside	Halton View		

### Manchester

Ardwick	Gorton North	Gorton South	Longsight
Levenshulme			

### Salford

Broughton	Irwell	Kersal	Riverside
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## Criminal Records Bureau Disclosure information

It is important that you complete each section of this document accurately. This information will be used to complete your Criminal Records Bureau disclosure, which is required before you can start work. If any of the information in this document is incorrect it may delay your application.

**PLEASE ENSURE YOU COMPLETE THE FORM IN CAPITAL LETTERS.**

### PERSONAL DETAILS

Title:		Surname:	
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Forename(s):	
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Have you been known by any other names?	Yes	No
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**If yes please complete the section below for additional names.**

### ADDITIONAL NAMES

Surname:			
Forename:			
Month:		Year:	

Surname:			
Forename:			
Month:		Year:	

Surname:			
Forename:			
Month:		Year:	

### ADDITIONAL DETAILS

Date of Birth:	
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Gender:	Male	Female
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Place of Birth	Town		County	
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Email Address:	
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Contact No:	
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National Insurance No:	
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### PLACE OF BIRTH:

Do you hold a Driving Licence?	Yes	No
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**If yes please provide your licence number below.**

Licence No:	
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Do you have a Passport?	Yes	No
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**If yes please provide your Passport Number below.**

Passport No:	
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## PREVIOUS ADDRESS DETIALS

In order to process your application we need the full addresses where you have lived within the last five years. If you have lived in the same address for more than five years please complete section number 1 only.

1.

Address:			
Town / City:			
County:			
Postcode:		Country:	

Date From:	Month:		Year:	
Date To:	Month:		Year:	

2.

Address:			
Town / City:			
County:			
Postcode:		Country:	

Date From:	Month:		Year:	
Date To:	Month:		Year:	

3.

Address:			
Town / City:			
County:			
Postcode:		Country:	

Date From:	Month:		Year:	
Date To:	Month:		Year:	

4.

Address:			
Town / City:			
County:			
Postcode:		Country:	

Date From:	Month:		Year:	
Date To:	Month:		Year:	

## **APPLYING FOR A JOB WITH LOCAL SOLUTIONS**

### **IMPORTANT ADVICE ON COMPLETING YOUR APPLICATION FORM**

The decision to invite you for interview is based entirely on the information you give on your application form.

In your pack you have a job description and person specification. You should read this carefully as this information will help you to decide if you want to apply for the job. The job description lists the duties of the post. The person specification lists the knowledge, skills and qualification needed to do the job.

**Make sure that your application form clearly shows how you meet each item of the person specification, which is to be assessed from the application form. We can only shortlist you for interview if you show that you meet these requirements by providing examples/experiences where you can. Perhaps prepare a rough draft before filling in the application form. This will help you clarify your thoughts as to how you meet the person specification.**

Please use the application form enclosed, continuing on separate sheets if necessary, unless you have a disability and wish to make alternative arrangements. If you have difficulty in completing an application form we will be happy to consider an alternative application, e.g.: Tape or Braille. Telephone the HR Department on (0151) 705-2348 for advice.

**Do not send curriculum vitae, as these will not be considered. Please type or use black pen – black pen shows best when photocopied.**

Please remember to complete the equal opportunities section as we use this information to help us in assessing the effectiveness of our Equal Opportunity Policy. The completed monitoring form (page one and two) is separated from your application form as we receive it and no one involved in the selection process has access to it. It is used for monitoring purposes only.

## 1. **JOB DETAILS**

Complete where you saw the job advertised, the full job title and name of the department or location and closing date.

## 2. **PERSONAL DETAILS**

Give your title, full name, address, postcode, contact telephone numbers (if you are on the telephone), e-mail (if available), and state whether or not you are a UK resident, if not please state whether or not you hold a work permit and the expiry date. To comply with Sections 15-25 of the Immigration, Asylum and Nationality Act 2006, which came into force on 29 February 08. This replaces the previous offence under section 8 of the Asylum and Immigration Act 1996. All prospective employees will be required to supply evidence of eligibility to work in the UK. If you are selected for interview you will be provided with further information detailing what documents will be required.

## 3. **CRIMINAL CONVICTIONS**

Exemption under the Exceptions Order to the Rehabilitation of Offenders Act 1974

You are advised that the post for which you are applying may be exempt under the rehabilitation of Offenders Act 1974 and subject to a Disclosure Check via the Criminal Records Bureau. If so, than details of all criminal convictions, including spent convictions, cautions and bind-overs must be provided, together with relevant dates.

You are asked to sign that the information you have provided about you criminal convictions is a true statement. Applications from people with criminal records for jobs at Local Solutions will be treated according to their merits.

A conviction will not necessarily be a bar to obtaining employment, this will depend on the nature of the position and the circumstance and background of the offence(s) **BUT** failure to disclose any criminal conviction will disqualify you from this appointment and may render you liable to dismissal without notice.

Disclosure checks will be sought prior to starting recruitment.

If you have any doubts about this question, please take advice from the Human Resources Department. The Criminal Records Bureau Code of Practice and Local Solutions Recruitment Policy in relation to people with a criminal record is available upon request.

## 4. **EQUALITY OF OPPORTUNITY**

### **Statement of Equal Opportunities**

**Local Solutions aims to be an equal opportunities employer. It aims to ensure that no job applicant or employee receives less favourable treatment on the ground of race, colour, martial status, age, religion, sex, sexual orientation or disability. Selection criteria and procedures are reviewed to ensure that individuals are elected, promoted and treated on the basis of their relevant merits ability. All employees will be given equal opportunities and where appropriate and possible, special training to enable them to progress both**

**within and outside the organisation. Local Solutions is committed to a programme of action to make this policy effective and will bring it to the attention of all employees**

In order to ensure the continued development of the Equal Opportunities Policy, all applicants are asked to place a tick in the appropriate box and complete the details required. The information will be used solely for monitoring purposes and will be treated as confidential. You are under no obligation to fill in this section, but it would help our monitoring if you do so.

Local Solutions is committed to achieving equality of opportunity and adheres to the relevant legislation in order that all groups in society may have access to employment opportunities. Local Solutions has been awarded the right to use the “Positive about Disabled People” symbol. If you have a disability and it has been stated on your application form and you have met the essential criteria for the job, you will be guaranteed an interview. If you have a disability, please advise us of any adjustment/aid you might require for the interview and subsequent employment. If you are invited for an interview this will be discussed with you further.

Disability questions are asked in accordance with the Disability Discrimination Act 1995 and subsequent updates. The information you provide will help us to help you through the application process. Disabled people who satisfy the essential criteria of the Job Specification will be guaranteed an interview.

**5. QUALIFICATIONS AND TRAINING**

Specify details of **ALL** qualifications and training starting from and including any secondary education. Please do not use abbreviations, specify the full title of the qualifications. You should also include training that you have undertaken outside work if the training is relevant to the post.

**6. PRESENT/LAST EMPLOYER**

Please give us the basic details of your current/most recent employment with an outline of your duties and responsibilities. State your reason for leaving or reason for this application if currently still employed.

**7. PREVIOUS EMPLOYMENT HISTORY**

Please provide **FULL** details of your previous employment since leaving secondary school, accounting for any periods of unemployment, for Job Seeking/Pregnancy etc. Outline your previous work experience and responsibilities, in date order starting with the most recent first. You should use a separate box for each position held. Use a separate sheet if necessary.

**8. OTHER RELEVANT INFORMATION**

This is a very important part of your application form. It is your opportunity to demonstrate, using examples, how your skills, knowledge and experience meet the requirements of the post. Include relevant achievements in your career history. Aim to be concise but address each point in the person specification.

If you have never been in paid employment you should draw on the skills, knowledge and experience you have gained from other aspects of your life, such as community or voluntary work, leisure activities, educational or other responsibilities such as bring up a family.

#### 9. **REFEREES**

In order to support the selection decision, references are sought. You are asked to provide the names and addresses of three referees, one of whom must be your present or most recent employer, the second must be your previous employer before that and the third must be from a professional member of the community. (Please provide company contact address only).

If you have never worked you should identify three professional referees – not family members - who are able to tell us about your skills, knowledge and abilities, e.g. Head Teacher or Voluntary Work Organiser.

#### 10. **DECLARATION**

Please read declaration statement and confirm the information on the form is accurate and true.

#### 11. **RECRUITMENT COMPLAINTS PROCEDURE**

Candidates who have reasons to believe that they have been treated unfairly or discriminated against at any stage of the recruitment and selection procedure may complain to the Manager where the post is situated.

#### **AND FINALLY**

- Check that you have answered all questions, sign and date the application form and return to: Local Solutions, Human Resources Department, FREEPOST LV7017, Liverpool, L7 8BR.
- Check that any additional pages have been attached.