

Date as Postmark

Dear Applicant

Thank you for your recent enquiry expressing an interest in a post within Local Solutions. I am enclosing an application form and further information, which I hope you will find helpful. Please note that each appointment is subject to suitable references and an Enhanced CRB Disclosure. More information about Local Solutions can be found on the website - www.localsolutions.org.uk.

Please find enclosed in the pack:

- Job Description
- Person Specification
- Application Form
- Guidance notes on completing application
- Local Solutions Mission Statement

A shortlist of candidates will normally be drawn up within six weeks of the closing date and they will be informed of the time and date of interviews as soon as the short listing is completed. If you are selected for interview, the Human Resources Department will write to you with details of the time, date and place. If you are a disabled person you will be asked to tell us of any arrangements we can make in order to give you a fair interview. For example: car parking to be made available nearby; someone to meet you at the entrance to the building; a sign language interpreter to be present; preferred type of seating etc.

Closing date for receipt of completed applications: Please see job advertisement or Local Solutions Website (www.localsolutions.org.uk)

Please return the completed application form using the submit button or send it as an attachment to: jpeers@localsolutions.org.uk

As a charity we need to keep expenditure to a minimum and due to the volume of applications, individual letters to unsuccessful applicants will not be sent. If you have not heard from us within six weeks of the closing date, you can assume you have been unsuccessful. If you would like to receive feedback about your application, please contact the Human Resources Department.

May I take this opportunity to wish you every success in the future.

Yours faithfully



Jeanette Peers
Human Resources

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, Post Ref Number and Closing date. If the post is a fixed term contract or part-time please include this information.

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, then 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 your 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 only be sought after a candidate has been provided with a provisional offer of employment.

If you have any doubts about this question, please take advice from the HR 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, marital 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 relevant for the job. 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 current salary, period of notice required and reason for leaving or reason for this application if currently still employed.

7. PREVIOUS EMPLOYMENT HISTORY

Please provide details of your previous employment, accounting for any periods of unemployment, for Job Seeking/Pregnancy et c. 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. ATTENDANCE DETAILS

Provide details of any sickness absence in the last two years

9. 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.

10 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. (Please provide company contact address only).

If you have never worked you should identify two referees who are able to tell us about your skills, knowledge and abilities, e.g. Head Teacher or Voluntary Work Organiser.

11. DECLARATION

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

12. 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

- q Check that you have answered all questions, sign and date the application form and return to: HR Department, Local Solutions, Mount Vernon Green, Hall Lane, Liverpool, L7 8TF
- q Check that any additional pages have been attached.

Vision and Mission statements

Our **Vision** is of a society where all people can live with dignity, lead fulfilled lives and realise their full potential.

Our **Mission** is to improve the quality of life by delivering effective, responsive services that meet people's needs and aspirations

We Value

The dignity of every human being

Our inclusivity and accessibility

The diversity of the services we deliver

Our capacity to take risks to meet need

Our independence and autonomy

Our entrepreneurial spirit

Our charitable status and heritage

The talent and contribution of all our people



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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, Website: www.localsolutions.org.uk



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

1. JOB DETAILS	
Where did you see the post advertised?	
Application for Post of:	
Department/Location:	
Post Reference:	
Closing Date:	

2. PERSONAL DETAILS	
Title (Mr, Mrs, Miss, Ms, Other)	
Forename:	
Surname:	
Address (including postcode):	
Daytime Telephone Number:	
Evening 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.

3. PRIVATE AND CONFIDENTIAL

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:	
If you are related in any way to an employee of Local Solutions please give details here	
Gender (Male / Female)	

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.

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:		

Office Use Only Ref. No.	
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PREVIOUS EMPLOYMENT HISTORY – (Most Recent First)

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

PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

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. One must be your current employer, or your last if you are presently unemployed. We reserve the right to contact any of your previous employers for a reference unless you state otherwise.

Address (including postcode)	Name:
	Job Title of Referee:
	Organisation:
	E-mail address:
	Telephone Number:
	Fax Number:
Reference Type (tick as appropriate): <input type="checkbox"/> Employer <input type="checkbox"/> Education <input type="checkbox"/> Character	

Address (including postcode)	Name:
	Job Title of Referee:
	Organisation:
	E-mail address:
	Telephone Number:
	Fax Number:
Reference Type (tick as appropriate): <input type="checkbox"/> Employer <input type="checkbox"/> Education <input type="checkbox"/> Character	

Address (including postcode)	Name:
	Job Title of Referee:
	Organisation:
	E-mail address:
	Telephone Number:
	Fax Number:
Reference Type (tick as appropriate): <input type="checkbox"/> Employer <input type="checkbox"/> Education <input type="checkbox"/> Character	

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. (If you return this form electronically without a signature it will be assumed that you have accepted the above declaration)

Signed:

Date: