

**LORETTO HOUSING ASSOCIATION
LORETTO CARE**

APPLICATION FOR EMPLOYMENT–GUIDANCE NOTES

Please read the following notes and statements prior to completing the application for employment form.

Please complete the application for employment form in full. Please include full details of all previous employment (section 4 – continuing on a separate sheet if necessary).

If you are submitting a handwritten application form, please complete in your own handwriting and in black ink. Applications via our website, Word processed or e-mailed applications are also acceptable. You may if you wish enclose a Curriculum Vitae, however a CV is not accepted in place of an application form.

The information provided in this form is processed only for the purpose of recruitment and selection decisions. The information will be treated fairly, lawfully and securely under the principles of the Data Protection Act 1998. The information is available only to those individuals involved in the recruitment process. All information relating to unsuccessful candidates is destroyed after a period of 4 months. The information will not be passed to a third party without your consent.

Loretto Housing Association and Loretto Care are committed to safeguarding and promoting the welfare of vulnerable adults and children and this commitment is at the forefront of recruitment and selection decisions.

Our Adult Protection/Prevention from Abuse Policy is concerned with the protection of vulnerable adults and is based upon legislation and respect for their rights.

We will ensure that when the right to an individual lifestyle and choice is at risk, service users receive appropriate help, including risk assessment, advice, protection and support from relevant agencies.

We will ensure that the law and statutory requirements are known and used appropriately by both employees and service users so that the service users receive the protection of the law and access to the judicial process.

Our Child Protection Policy recognises that the safety and wellbeing of children is paramount.

We will ensure that Loretto employees operate within the principles which govern the Children (Scotland) Act 1995 which details the right of the child and the responsibilities of individuals.

If you would like a copy of our Recruitment and Selection Policy, our Equal Opportunities in Employment Policy, our Adult Protection/Prevention from Abuse Policy or our Child Protection Policy they are available on our website or please contact Head Office on 0141 420 7950.

Note 1

Unless the advert states otherwise, all posts will be open to job share applications.

Note 2

Under the Asylum and Immigration Act 1996, and amendments 2004, it is a criminal offence to employ a person aged 16 years or over, who is subject to immigration control, unless the person has a current and valid permission to be in the UK and that permission does not prevent him/her from taking the job in question. In order to ensure Loretto does not commit such an offence, all offers of employment are conditional upon the provision of the following documents:

Either

- A passport advising that you are a British citizen or have the right of abode in or an entitlement to readmission to the United Kingdom.
- A passport or national identity card issued by a State which is a party to the European Economic Area agreement and which describes you as a national of that State.
- A UK residence permit issued to a national of a State which is a party to the European Economic Area Agreement.
- A passport or other travel document endorsed to show that you have current right of residence in the United Kingdom as the family member of a named national of a State which is a party to the European Economic Agreement and who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that you are exempt from immigration control, have indefinite leave to enter or remain in the UK and no time limit on your stay
- A passport or other travel document endorsed to show that you have current leave to enter or remain in the UK and are not precluded from taking the employment in question, or a letter from the Home Office confirming this is the case.
- An Application Registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

Or

- A document issued by a previous employer, Inland Revenue, Benefits Agency, Contributions Agency or the Employment service (or Northern Ireland equivalent) which states your National Insurance number.

(and one of the following documents)

- A full birth certificate issued in the UK, Ireland, Channel Islands or Isle of Man
- A certificate of registration or naturalization as a British citizen.
- A letter or Immigration Status Document issued by the Home Office indicating that you can stay indefinitely in the UK or have no time limit on your stay.
- A letter or Immigration Status Document issued by the Home Office which indicates that you can stay in the UK and are allowed to do the type of work applied for.

Or

- A work permit or other approval to take employment that has been issued by Work Permits UK

(and one of the following documents)

- A passport or other travel document endorsed to show that you are able to stay in the UK and can take the work permit employment

Note 3

Please provide the names, full contact addresses and telephone numbers of two professional referees, one of whom must be your present or most recent employer. Loretto Housing Association and Loretto Care request detailed and comprehensive reference reports and your referees must therefore be able to comment on your skills, ability and knowledge in the workplace.

We do not accept references from employment agencies as employment agencies will not have direct experience of your work practice, nor do we accept references from family members or friends. If you have not been in paid employment previously or for a substantial period of time, then references may be sought from voluntary work, groups or committees you may have been involved in.

Where it is deemed justified, the Organisation reserves the right to contact any former employer as part of the screening process to obtain a reference to ensure that any potential appointment is in compliance with our commitment to safeguarding the welfare of our service users.

Note 4

A disability under the Disability Discrimination Act is described as “a mental or physical impairment which has a substantial and long term adverse affect on ability to carry out day-to-day activities.” Our Equal Opportunities in Employment Policy states that all applicants with a disability who meet the minimum criteria of the person specification will be shortlisted for interview. If you do consider you have a disability and require any specific arrangements for interview, e.g. access, then please state them and we will meet your requirements. As an Equal Opportunities Employer, Loretto Housing Association and Loretto Care are willing to make reasonable adjustments both in terms of any specific arrangements for interview and should you be successful in your application for employment.

Statement in support of application

We need you to provide specific information in support of your application in order for us to shortlist in a fair and unbiased way. Please consider the job description and person specification carefully and consider your skills, abilities, experience and knowledge you have gained. You must be able to demonstrate that you can satisfy the essential criteria on the Person Specification. You may wish to draw on paid employment, voluntary work, college or school based projects or life events. You are required to give practical examples that indicate application of the particular criteria. If the criteria states “ability to” or “commitment to”, you will need to give examples where appropriate of your ability, commitment, knowledge and experience or by some reference to your academic, professional, voluntary or personal life.

Declaration: All Applicants Must Sign This Section

Hand written applications must be signed. If you are completing the application via our website please tick the box to make declaration. The information provided in this form is processed only for the purpose of recruitment and selection decisions. The information will be treated fairly, lawfully and securely under the principles of the Data Protection Act 1998. The information is held securely and is available only to those individuals involved in the recruitment process. All information relating to unsuccessful candidates is destroyed after a period of 4 months. The information will not be passed to a third party without your consent.