Application Pack

2016

**Application Pack**

This document includes all the information required to apply for a position within Calcot Services for Children Ltd. Please see www.csfc.co.uk for current vacancies and job descriptions. Please read through all information carefully before beginning to complete the application form.

This document includes:

1. Letter to Applicant and summary of recruitment process

2. Guidance notes for completing the application form

3. Person Specification

4. Statement of Purpose

5. Application Form

6. Declaration

Please return completed application form to:

**Calcot Services for Children Ltd**

**1210 Parkview,**

**Arlington Business Park,**

**Theale,**

**Reading,**

**Berkshire RG7 4TY**

**Or email the completed form to rachel.redgwell@csfc.co.uk**

**1. Letter to applicant and summary of recruitment process**

 Dear Applicant,

 Thank you for the interest you have shown in this position and in joining Calcot Services for Children Ltd.

 When completing your application form please pay particular attention to the Person Specification, as criteria from this will be used at the short listing stage. You should be able to demonstrate on your application form that you meet both the Job Description and the Person Specification.

**What happens next?**• A panel of at least two people will select a shortlist based on the information provided on your application form and any extra supporting documents.

 • Short listed candidates will be invited to an interview and advised of any special arrangements for the interview. Occasionally there will be an informal meeting followed by a formal interview. Prior to your interview you will be asked to complete and return a written case study.

• As part of the interview you will be asked to complete a practice shift and we will seek feedback from the young people and staff

 • A staff member will contact you if you have not been shortlisted for any reason.

 It is the policy of CSfC to request references for all short listed candidates before the interview, unless requested otherwise. One of your references MUST be your current or most recent employer. Because of the nature of work at CSfC, the Director may wish to make further enquiries of previous employers, in addition to three references given. No offer of employment will be made without the receipt of three satisfactory references.

 Employment cannot commence without a Disclosure and Barring Service Check certificate at enhanced level.

 The nature of the work at CSfC involves access to vulnerable children and young people and highly confidential information. This means that we are very careful to carry out as many relevant pre-employment checks as possible before appointing individuals to positions within CSfC.

 In addition to the Dislcosure and Barring Service, CSfC will also be carrying out the following checks:

**Client records**Checks are made as to whether prospective employees are known to CSfC as a client. Any information obtained in this way will be entirely confidential to the Director or Proprietors, and the relevance of any such information to the position applied for will be the key factor. There is a need to disclose a relative, friend or other contact already employed by CFSC.

 Passport and Visa Checks for all non UK/EU passport holders - routine checks will be made to ensure eligibility to work in the UK.

 **Qualifications**If you are short listed for interview you are asked to ensure that you bring with you any certificates of qualification.

 Please note that for electronic submissions, typing your name in the space provided will be taken as a signature.

 Lastly, we would like to take this opportunity to wish you all the best with your application,

 Yours sincerely,

 Rachel Redgwell

 Managing Director

 CSfC Ltd

**2. Guidance Notes for completing the application form**

 **Guidance Notes**

 Please read these Guidance Notes carefully before completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a position. It is therefore important that you complete the application form as fully as you can. We do not accept CV’s and therefore the information that you supply on the application form is the only information that we consider when deciding whether you should be short listed.

**Completing the application form**

 **(a) General Information**

 1. Please read the job description, person specification and any other papers carefully,
before filling in the form, and use this information to make your application relevant to the post.

 2. Please use black ink or type your application form. This helps when the applications are photocopied.

3. Do not send a CV with your application – we believe that by asking all applicants to complete an application form ensures fairness and consistency in our recruitment process.

4. Do not submit the same application form for more than one position. Tailor each application to fulfil the requirements for a particular job. Please endeavour to keep your application form neat and tidy - the application form provides our first impression of you!

5. The selection criteria used for short listing are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.

6. If you wish to include additional sheets to support your application, please do so, ensuring that they are fixed securely to the application form. Please make sure you do not mark each sheet with your name, as personal information is kept separate during the short listing process.

7. Candidates with a disability who can show that they meet the person specification are guaranteed an interview.

 **(b) The Application form.**

 **1. Personal details -** In accordance with the 1998 Data Protection Act the information you provide on the application form will be used solely for the purpose of the CSfC recruitment procedure and will not be used or passed on to any third party for any other reason. We appreciate it is not always convenient to contact you at your workplace, therefore please indicate if this will be acceptable.

 **Driving –** Our positions require a full UK driving licence to be held. It is required that staff have business insurance on their vehicles, the cost of which will be met by CSfC Ltd.

 **Asylum & Immigration Act 1996 -** Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless that person has current and valid permission to be in the UK and that permission does not prevent them from taking a job; or the person comes into a category where employment is allowed. If you are restricted to taking up work in the UK this must be mentioned in your application form.

**2. Education, Qualifications & Training** - Please include all your education, qualifications & training, both informal and formal. You may be asked to produce certificates confirming qualifications at a later stage. During the recruitment process CSfC may contact your training provider to verify your qualifications.

 **3. Employment History -** Starting with your present employer, please complete this section in date order, beginning with your most recent position and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.

 **4. References -** Due to the nature of positions at CSfC, no offer of employment will commence until we receive at least three satisfactory references. We request both verbal and written references and reserve the right to approach any of your previous employers to obtain references.

 **5. General Comments -** This section is the most vital part of the form. You may be one of many people applying for a position, so your application needs to stand out by showing your suitability against the Person Specification and Job Description. You should also provide examples of how you meet the skills, abilities, knowledge and experience identified.

**3. Person Specification:**

Use this as a guide to completing the section ‘General Comments’ where you have the opportunity to give your specific reasons for this application, your main achievements to date and the strengths you would bring to this post.:

 **Experience: What have you already done where, when and how long? What is your experience of working with challenging behaviour?**

 **Knowledge: What do you know and how do you apply what you have learnt to your present position or the one that you are applying for?**

 **Ability /Skills: What can you do?**

 **Managerial and Supervisor Skills: What responsibilities have you had for people or particular areas of work?**

 **Clerical and Administration: Have you got experience of filing, photocopying, and office administration?**

 **Numeracy: Can you deal with figures or use a spreadsheet? Are these skills at a basic, intermediate or advanced level?**

 **Literacy: How good are you with words? What experience have you had in writing letters, reports, etc?**

 **Information Technology: What experience have you had of computers, word processing, spreadsheets etc.?**

 **Interpersonal: How well can you deal with people on a one to one basis, teams or in a group etc? What are your organisational skills and dealing with deadlines like?**

 **Communication: Tell us about your communication skills presenting, persuading, negotiating, counselling etc.**

**Cautions, rehabilitation and criminal records - You are required to complete a Declaration of Criminal Convictions form, which can be found later in this pack and you should return this with your application form. You are required to provide a list of all convictions, cautions and reprimands and also undertake a Disclosure check. See CSfC policy on Recruitment of ex-offenders (enclosed in this pack).**

**Declaration – Please read, then sign and date the declaration.**

**4.Statement of Purpose**

 **Purpose and Objectives**

Calcot Services for Children comprises 6 residential homes in Reading and Wokingham (Calcot Cottage, The Dingles, Yew Tree Cottage, Pondview, Joleen House and Florence House) with psychiatric and psychotherapeutic services attached. We are directly set up to enable the most vulnerable children and young people to achieve their full potential. A whole range of methods are involved in this process including psychotherapy with an external consultant as well as behavioural methods and liaison with external education facilities and schools. Ultimately, external professionals work closely with the staff team to inform each other’s practice and provide successful outcomes. Children usually remain with us for around 2 years before they are able to successfully move on. Where children and young people are unable or opposed to moving into a family they are able to move to Yew Tree Cottage which is fundamentally set up to enable young people to live, with support, within the wider community in a semi-independent setting.

 As well as the residential homes, we have our 16+ Supported Living Service which provides accommodation for young people who are ready to take the next step onto independence with bespoke and tailor built packages of support, provided by our team of Project Workers.

 Calcot Services for Children create therapeutic, family style homes centred on the needs of each individual child and the needs of the group as a whole with full regard to race, culture and ethnic background. We believe that is how children develop within the home environment – that living and learning together – are as important as more formal treatment and that the two are closely integrated and inform each other. We are committed to employing staff who value others and are able to demonstrate the qualities described in the person specifications and can ultimately provide a therapeutic environment.

**5. Application Form**

**PRIVATE & CONFIDENTIAL**

Return this form to: **Calcot Services for Children Ltd, 1210 Parkview, Arlington Business Park, Theale, Reading, Berkshire RG7 4TY.** Or email the completed interactive form to **rachel.redgwell@csfc.co.uk**

**POSITION APPLIED FOR:**

**TITLE: Mr / Mrs / Miss / Ms**

**SURNAME:**

**Previous Names known by:**

**FORENAME(S):**

 **DATE OF BIRTH:**

**HOME ADDRESS:**

**POST CODE:**

**EMAIL:**

**VISA NUMBER (If Applicable):**

**SCHOOLS:**

**QUALIFICATIONS:**

Please attach

a recent
photograph here

**Please note that we reserve the right to contact the Home Office to seek clarification on the status and requirements of any visa supplied at interview stage.**

**NI NUMBER:**

**TELEPHONE NUMBERS:**

**HOME:**

**Please provide at least two contact numbers.**

**MOBILE:**

**HOME:**

**WORK:**

**DETAILS OF ENDORSEMENT:**

**EXPIRY DATE:**

**GROUPS:**

**DRIVING LICENCE**: **YES / NO**

**Are there any restrictions on you taking up work in the UK? (If yes please provide details)
YES / NO**

**Do you consent to CSfC Ltd contacting your college/university to verify your qualifications? YES / NO**

**Other training courses attended relevant to the post to which you are applying for:**

**OTHER EMPLOYMENT**

**Please note any other employment, volunteer work, further education you would wish to continue with if you were to be successful in obtaining this position.**

**LEISURE**

**Please note here your leisure interests, sports and hobbies, or other pastimes, etc**

**EMPLOYMENT HISTORY** (Please complete in full using the blank pages at the end of this document if necessary, starting with your most recent employment ) Please provide accurate dates of employment history.

**DATES:
(From and to)**

**Job Title & Duties:**

**DATES:
(From and to)**

**Salary on leaving: £**

**Reason for leaving:**

**­**

**Job Title & Duties:**

**Salary on leaving: £**

**Reason for leaving:**

**DATES:
(From and to)**

**Reason for leaving:**

**Salary on leaving: £**

**Job Title & Duties:**

**DATES:
(From and to)**

**DATES:
(From and to)**

**Job Title & Duties:**

**Salary on leaving: £**

**Reason for leaving:**

**Job Title & Duties:**

**Salary on leaving: £**

**Reason for leaving:**

**DATES:
(From and to)**

**You must account for any gaps in your employment or education history please provide specific details including months and years and explanation below:**

**This section must be completed in full. Your application will not be accepted if there are gaps to requested information.**

**Date of Employment:**

**:**

**Position you held:**

**:**

**Email Address:**

**:**

**Telephone Number:**

**:**

**Full Address inc Postcode:**

**Contact Name and Position:**

**Reference 1: This must be your current or last employer**

**REFERENCES**

Please provide details of three referees who can provide information relating to your competency in a caring role, one of whom must be your present or most recent employer. If you are a student, please give an academic referee. In line with safeguarding procedures if you are applying for a post which requires unsupervised access to children/vulnerable adults, the company reserves the right to approach any past employer for a reference and can retract an offer of employment subject to unsatisfactory references.

**I give permission for CSFC to contact the nominated references**

**All details must be completed.**

**Date of Employment:**

**:**

**Position you held:**

**:**

**Email Address:**

**:**

**Telephone Number:**

**:**

**Full Address inc Postcode:**

**Contact Name and Position:**

**Reference 2**

**Date of Employment:**

**:**

**Position you held:**

**:**

**Email Address:**

**:**

**Telephone Number:**

**:**

**Reference 3:**

**Contact Name and Position:**

**Full Address inc Postcode:**

**Telephone Number:**

**:**

**Email Address:**

**:**

**Position you held:**

**:**

**Date of Employment:**

**:**

**GENERAL COMMENTS**

**Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post. (please continue on a separate page if necessary). Please also refer back to the person specification to help you complete this section.**

**CAUTIONS, REHABILITATION AND CRIMINAL RECORDS**

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013):

Due to the nature of the work the company providing services to children and vulnerable adults, we use the Disclosure and Barring Service to undertake enhanced level checks. The company reserves the right to withdraw any offer of employment having taken in to account the individual circumstances. It is important to note that having a conviction etc does not necessarily preclude you form employment; decisions are made taking the full circumstances into consideration.

 Any disclosure made by the Disclosure and Barring Service will remain strictly confidential

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? **Yes / No**

**If YES, please give details below of all convictions and cautions, including ‘spent’ convictions and cautions:**

**6. Declaration (Please read carefully before signing this application)**

 **If you are unable to respond positively to this declaration CSFC will be unable to proceed with your application.**

 **The company must not employ a person or use as a volunteer in a regulated activity a person who is placed on the DBS and/or Vulnerable Adults barred list(s) or live with somebody who is included on the DBS barred list. A person who is on one or more of the barred lists and attempts to undertake work with the group form which they are barred is breaking the law. For further details, visit www.ofsted.gov.uk or www.gov.uk.**

 **I can confirm that I am or I am not (delete as appropriate) on the DBS Children’s or Vulnerable Adults barred list.**

 **I can confirm that a referral to the DBS has or has not (delete as appropriate) been made in relation to me**

 **I can confirm that I do or do not (delete as appropriate) live with somebody who is included on the BDS barred list.**

 **Disqualified for Caring for Children Regulations 1991; Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997 (England and Wales)**

 **I also declare that:**

 **I have never been concerned with a voluntary or registered home which has been removed from the register; and**

 **I have never made an application for a registration of a voluntary or registered home which has been refused; and**

 **I have never been prohibited from being a private foster parent or been refused registration to be a child minder or provider of day care or had such a registration cancelled; and**

 **I have never had a child who is the suspect of a Care Order, or where an order has been made (under any UK legislation) with the purpose of removing that child from my care, or of preventing that child from living with me; and**

 **I have never had a conviction for any offence involving a child (including convictions for indecent photographs of children, any sexual offence, or any offence of violence.**

 **Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves right the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.**

 **I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for an enhanced disclosure. I also agree that the company may apply to my previous employers for references. I understand that should I fail to do so, or should the disclosure or reference not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.**

 **I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. Application forms will not be accepted without a signature.**

**DATE:**

**NAME:**

**SIGNATURE:**

**PLEASE USE THE FOLLOWING PAGES TO SUBMIT ANY ADDITIONAL OR OVERFLOW INFORMATION:**