# APPLICATION FOR EMPLOYMENT

SECTION A

For office use only

Ref. No.

**CONFIDENTIAL**

Liverpool Lighthouse is part of Love and Joy Ministries Association of Independent Charities, and its work is underpinned by its Christian ethos and values.

Please read this application form carefully, complete as fully as possible and return it according to the instructions given at the end of the form.

**1. PERSONAL DETAILS**

Surname (block capitals) Preferred Title

Forenames Tel Number

Address National Insurance No.

Postcode

Email

**2. POST DETAILS**

Job Title

How did you find out about this post?

[ ] Website [ ] Newspaper (please specify which)

[ ] Agency [ ] BME Jobs [ ] Indeed

[ ] Diversity [ ] Charity Jobs [ ] Other (please specify)

**3. EMPLOYMENT RECORD (In date order, starting with most recent)**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Employer (including full address) | Job Title/Duties |
|  |  |  |  |

**4. EDUCATION (In date order, give details of secondary and further education)**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name of school or college attended | Qualifications |
|  |  |  |  |

**5. EXPERIENCE, QUALIFICATIONS AND SKILLS**

Referring to the Job description and Person Specification, please explain how your experience, qualifications and skills qualify you as a candidate for this post. These may have been gained in paid or unpaid work, or in the course of pursuing leisure interests. You need to specify when and how the experience or skills were gained. Include any training or qualification where relevant. Please continue, if necessary, on an additional sheet.

**6. ORGANISATIONAL ETHOS**

**Please explain how you would uphold and support the organisation’s Christian ethos (**Please continue, if necessary, on an additional sheet).

**ADDITIONAL INFORMATION**

**7. ASYLUM & IMMIGRATION ACT 1996**

|  |
| --- |
| Section 8 of The Asylum and Immigration Act 1996 makes it an offence for our organisations to employ you if you are not entitled to work in the UK. For Liverpool Lighthouse to comply with this, you will be asked to produce your proof of eligibility to work in the UK at the interview. |

**8. REHABILITATION OF OFFENDERS ACT 1974 & DISCLOSURE AND BARRING SERVICE**

Rehabilitation of Offenders Act 1974 and 2020 makes it unlawful for prospective employers to take into account offences in relation to which the person concerned is deemed to be rehabilitated. This means that after a certain period of time (dependent on the seriousness of the offence and length and severity of the punishment), the person concerned is to be assessed as if the conviction has been ‘spent’ (i.e. treated as if it had never occurred). Rehabilitation periods vary according to the type and length of conviction originally incurred.

Applicants will need to complete the Disclosure of Criminal Background below, successful applicants will also need to complete a DBS form, it is in the applicant’s best interest not to withhold information.

Important Notes: If the post is covered by the Rehabilitation of Offenders Act (Exemptions) Order 1975 and 2020 it is deemed to require DBS clearance and therefore detail must be given about all convictions, whether spent or not.

Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013 and 2020 Order). The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Liverpool Lighthouse has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm. **Any information which you give will be strictly confidential and will be considered only in relation to this position**.

Having current convictions does not automatically bar you from employment. Liverpool Lighthouse will consider applicants on their merits and in relation to the post for which they are applying. This post is exempt from the Rehabilitation of Offenders Act and previous offences must be disclosed and successful applicants will be subject to a standard or enhanced DBS disclosure.

**Please complete the disclosure of criminal background information requested below.**

If your application for this post is successful, you will not be able to commence employment until a satisfactory DBS check has been confirmed.

**Do you have a DBS certificate issued since January 2020?** Yes/ No

If yes, please give certificate number

**Are you registered with the DBS Update service?** Yes/No

If yes and your application is successful, do you consent to

Liverpool Lighthouse using the update service to check your DBS status? Yes/No

**Under relevant legislation, in answering the following question you must disclose details of all unfiltered offences. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?** YES / NO

If YES, please give details:

**Do you have any adult cautions** (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES / NO

If YES, please give details:

***Information about disclosing a criminal background is available from NACRO Guide for Job Applicants***

**10. EMPLOYMENT EQUALITY**

Liverpool Lighthouse is an Equal Opportunities Employers. We are committed to adopt a consistent, non discriminatory approach to the selection for employment. The recruitment decision will not be influenced by any perceived prejudices in relation to the age profile, gender, disability, sexual orientation, religious belief, background or spoken accent.

**11. GENERAL DATA PROTECTION REGULATION (GDPR) 2018**

I confirm that the information set out in this application is, to the best of my knowledge, true and complete. I understand that any false statement may disqualify me from employment. I also agree that the application form and Equal Opportunities form can be stored and processed in accordance with the LLH charities’ GDPR policy and procedure.

Please tick to confirm that you have completed this application form yourself (Yes) (No)

**12. REFERENCES**

As part of our vetting process we will take up 2 references. Please give names, addresses and telephone numbers of 2 people from whom references may be sought concerning your application. Any offer of employment is subject to the receipt of two satisfactory references.

**Referee 1 Referee 2**

Name Name

Address Address

Post code Post code

Email Email

Tel. no. Tel no

Occupation Occupation

Period of notice in current post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When completed this application form should be returned by post or hand to

[recruitment@liverpoollighthouse.com](mailto:recruitment@liverpoollighthouse.com)

Recruitment

Liverpool Lighthouse

Oakfield Road

Liverpool

L4 0UF

This form may also be submitted electronically at

[petronelle.moanda@ljmgroup.org.uk](mailto:petronelle.moanda@ljmgroup.org.uk)