



GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

We consider who to shortlist on the basis of the information provided on the application form; it is therefore important that you read the following notes carefully.

EQUAL OPPORTUNITIES

Stepping Stone Projects is an equal opportunity employer. Our policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, reasonable adjustments are made and special training given to enable individuals to succeed within the organisation.

SHORTLISTING

When shortlisting, we will be looking for evidence that you have the knowledge, experience and skills to do the job as detailed in the person specification and job description. These provide the criteria against which your application will be assessed.

You must fill in the application form and are requested NOT to submit a curriculum vitae.

You will be invited to attend for interview if, at shortlisting, it is clearly shown that in competition with other applicants, you satisfy these requirements.

PERSONAL DETAILS

You are not required to state your date of birth; however, you are asked to state your national insurance number so that if we have two candidates with the same name, this number is a unique reference, it also acts as a means of identification of eligibility to work as required under the Asylum Act.

REFERENCES

Please give the name of two referees, one of whom should be your present or most recent employer.

Please note that on the application form we do request the facility to contact any of your previous employers to seek a reference. References will not normally be taken up unless you have been shortlisted. Any offer of employment will be subject to receipt of satisfactory references.

EMPLOYMENT HISTORY

You are required to account for your entire employment history since leaving full time education. Any gaps must be accounted for to comply with Safer Recruitment.

REASONS FOR APPLYING FOR THE POST

Please use this section to relate your skills and experience to the particular requirements of the post. Give specific examples relating directly to the requirements of the role wherever possible.

DISCLOSURE AND BARRING SERVICE (DBS) CHECK

You will be required to undertake an enhanced DBS check if your post involves regular unsupervised access to vulnerable people; you will be notified if this is the case. Alternatively, if you are registered with the DBS Update Service, you will need to provide your reference number and permission to undertake a search. If required, any offer of employment will be subject to receipt of a satisfactory DBS check.

COMMITMENTS

If you have any commitments with your present employer or which would affect your employment with Stepping Stone, e.g. training, relocation, etc., please raise this at interview.

MEDICAL REPORT

You will be required to complete a confidential medical questionnaire (which you will submit directly to our independent occupational health advisors) and possibly undergo medical examination prior to an offer of employment being confirmed.

PROBATIONARY PERIOD

If successful, your employment will be subject to a six month probationary period, commencing on your starting date, at the end of which you will be confirmed into the post subject to satisfactory conduct and work performance.

REASONABLE ADJUSTMENTS

Please complete this section if you consider you need additional support from Stepping Stone in order to fulfil the duties of the post or indeed in order to attend interview.

ADDITIONAL INFORMATION

Stepping Stone will normally acknowledge receipt of applications. We will normally publish the date of interview in the advertisement and although we will always endeavour to notify unsuccessful candidates individually, if you have not had any notification prior to the interview date you must assume you were unsuccessful.

A firm written offer will be made to successful candidates after receiving satisfactory medical assessment, DBS checks (if applicable) and references. It is advisable that candidates wait until the receipt of a firm written offer rather than an offer subject to receipt of references, before handing in their notice at their present employment.

EQUAL OPPORTUNITIES MONITORING

To ensure that our recruitment advertisements are effective and our equal opportunities procedures are operating efficiently, we would be grateful if you could complete the monitoring form at the back of the application form. This form is detached from your application form on receipt and does not form part of the selection process.

Finally, if you are unclear about anything on these notes or in the application form, please do not hesitate to contact us.

Your completed application form should be saved as a pdf document and submitted to:

recruitment@stepping-stone.org.uk

Alternatively, you can post your completed application form to:

Stepping Stone Projects, 2 Alma Street, Atherton, Manchester M46 0GY

Late applications will not be considered - it is your responsibility to ensure that your application is received by the closing date.



Application Form

You must complete all sections of the Application Form in black ink or electronically – if necessary someone may complete it on your behalf. This form will help us decide if you are suitable for the post so please make sure it is accurate and complete. Curriculum Vitae will not be accepted. Guidance Notes are attached to help you complete the form.

Position applied for:

Closing date:

Where did you learn of this vacancy?

Personal Details and Contact Details

Title:

Surname:

First names:

Please also provide details of any former names (if applicable):

Home Address:

Daytime Telephone No:

Evening Telephone No:

Mobile No:

E-mail:

Post Code:

National Insurance No:

Entitlement to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence to employ someone who is not entitled to work in the UK. All applicants will be asked to provide documentary evidence of their right to work in the UK.

Are there any restrictions on your right to work in the UK?

☐

Yes*

No

☐

*If yes – please give details of the restrictions:

References

Please provide details of two referees who can comment on your suitability for this post. The referee must be a line manager or supervisor. References from relatives or people who only know you as a friend are not acceptable. If you have not worked or volunteered previously, then please give details of an educational official.

Referee 1 (current or most recent employer)

Can we contact prior to interview?

(Y / N)

☐

Name:

Relationship to applicant:

Position:

Employer/University/College Name:

Address:

Post Code:

Telephone No:

E-mail:

Referee 2

Can we contact prior to interview?

(Y / N)

☐

Name:

Relationship to applicant:

Position:

Employer/University/College Name:

Address:

Post Code:

Telephone No:

E-mail:

Current Employment (or last employment if not currently employed)

Employer Name:			
Employer Address:			
Post Title:			
Start date (mm/yyyy):		End date (mm/yyyy): (if applicable)	
Please give a brief description of current duties, responsibilities and achievements:			
Reason for leaving this post:			
What is your contractual period of notice?		Current Salary:	

Previous Employment (please list your full employment history - continue on an additional sheet if necessary)

[illegible]

Gaps in Employment

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length.

Dates from: (mm/yyyy)	Dates to: (mm/yyyy)	Reason for gap

Education

If the post requires a particular qualification, you will be asked to produce original evidence at your interview if shortlisted.

Secondary and Further Education (please list in chronological order)	Level	Subjects	Grade/ Result	Year Obtained

Other training and development (including professional, vocational or job-related training)

Title and brief description of course	Date

Membership of Professional Associations or Statutory Body

Organisation Name	Level of Membership/Role/Registration No. (if applicable)	Registration Date		
Are you subject to any conditions or prohibitions placed on you by any statutory body in the UK. *If Yes – please provide details in a sealed envelope and attach with this form		Yes*		No

Voluntary Work etc.

Please give brief details of any experience not related to paid employment in the UK or overseas which you feel is relevant to the post you are applying for. Please also give details of any relevant social skills you may possess.

Please indicate below when you are available for bank work

	Days	Evenings	Nights	Comments
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Reasons for applying for this post

This section is the most vital part of the form. We need you to give us specific information to support your application so that we can shortlist in a fair and unbiased way. We recommend that you provide as much evidence as possible to show how your skills, abilities, knowledge and experience meet the selection criteria in the post description and person specification (where provided). These documents describe the essential experience and knowledge required for the post and may include competencies required. Please provide examples which relate directly to the post you are applying for:

Please continue overleaf if necessary.....

Reasons for applying for this post cont'd....

Please use additional sheets (if necessary) and attach to this form

Additional Information

Are you licenced to drive any of the following?	Private Car		Motor Bike		PCV		Other (give details)			
Please confirm whether this will be your only employment?							Yes		No*	
* If no, provide details including days and hours worked and whether full- or part-time:										
Have you been the subject of a formal disciplinary sanction or are you in the process of ongoing disciplinary proceedings in your current employment?							Yes *		No	
Have you been dismissed from any previous employment?							Yes *		No	
* If yes, please indicate which employment and specify the reasons for your dismissal (use a separate sheet if necessary):										
<p><i>If you are short-listed for interview the panel will discuss this with you and your current or previous employers.</i></p>										
<p>Conflict of Interest</p> <p>If you are related to any employees or Trustees of Stepping Stone Projects, please provide details:</p>										
<p>Reasonable adjustments:</p> <p>If you have a disability that may require reasonable adjustments to be made during the selection process, please provide brief details below.</p>										
<p>Availability:</p> <p>Are there any dates when you are not available for interview?</p>										

A) Safeguarding Declaration (only required if you are applying to undertake Regulated Activity with either Children or Vulnerable Adults):

I declare that the information I have given on this form is complete and accurate and that:

- I am not barred or disqualified from working with vulnerable groups, children or young people
- I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.

Signed: Print Name:

Date:

B) Enhanced Disclosure and Barring Service (DBS) Check:

All posts defined as “regulated activity” are subject to an Enhanced DBS check so that any criminal background (including “spent” convictions, bind-over orders or cautions) is disclosed to the organisation. If you are successful in applying for a post of this nature we will ask the DBS for a check as we cannot employ someone without one.

If the position for which you are applying involves regular unsupervised contact with children or vulnerable adults, it is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered “spent” under the Act.

Have you ever been convicted of any offence, been bound-over, or given a caution? (see notes above)

YES* ☐ NO ☐ (tick whichever is appropriate)

****If yes, please give details in the space provided below. The information you provide will be treated in confidence.***

Having a criminal record will not necessarily bar you from employment; this will depend on the relevance, the circumstances and the background of your offence(s). SSP's policy on the recruitment of ex-offenders complies with the DBS Code of Practice and meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.

Are you currently the subject of any police investigations following allegations made against you?

YES* ☐ NO ☐ (tick whichever is appropriate)

****If yes, please give details in the space provided below. The information you provide will be treated in confidence.***

C) General Declaration (all applicants):

I understand that to knowingly give false information or to leave out any relevant information could result in:

- the withdrawal of any offer of appointment, or
- my dismissal at any time in the future, and possible criminal prosecution

Signed: Print Name:
Date:

PLEASE RETURN THIS FORM VIA EMAIL TO: recruitment@stepping-stone.org.uk

Or post your completed application to: Stepping Stone Projects, 2 Alma Street, Atherton, Manchester, M46 0GY.

Data Protection

In accordance with the Data Protection Act 1998, this organisation will only use the information given on this application form to determine your suitability for this post and to monitor equal opportunities. We will keep application forms of unsuccessful candidates for six months before being destroyed.

EQUAL OPPORTUNITIES MONITORING FORM - THIS SECTION TO BE COMPLETED BY ALL APPLICANTS (this form will be detached and will not be used as part of any selection process)

Please answer the following questions to help us ensure that our recruitment procedures do not inadvertently discriminate against anyone based on their ethnicity, disability, gender, sexual orientation, age or religion / belief. This information will be treated in the strictest confidence and only used to enable us to monitor our performance as an equal opportunities employer. It will not be used by anyone involved in selecting candidates for interview.

Post applied for:

Date of Birth:

Male:

☐

Female:

☐

Nationality:

I would describe my Ethnic Origin as:

Please enter a number from the list given below

Categories determined by Office of National Statistics.

White

- 01 English/Welsh/Scottish/
Northern Irish/British
- 02 Irish
- 03 Gypsy or Irish Traveller
- 19 Other white

Mixed

- 21 White and Black Caribbean
- 22 White and Black African
- 27 White and Asian
- 28 Any other mixed background

Asian / Asian British

- 41 Indian
- 42 Pakistani
- 43 Bangladeshi
- 44 Chinese
- 45 Other Asian

Black

- 61 Caribbean
- 62 African
- 63 Other Black or Black British

Other Ethnic Group

- 81 Arab
- 85 Any Other

99 Prefer not to say

Sexual Orientation:

Bisexual

☐

Gay

☐

Heterosexual

☐

Lesbian

☐

Prefer not to say

☐

Religion (please tick one box only; categories determined by Office of National Statistics):

Christian

☐

Buddhist

☐

Hindu

☐

Jewish

☐

Muslim

☐

Sikh

☐

All other religions, beliefs or faiths

☐

No religion

☐

Prefer not to say

☐

Disability:

The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you consider yourself to be disabled?

Yes

☐

No

☐

If Yes what is the nature of your disability?

If you are disabled, are there any arrangements we can make for you at interview (e.g. ground floor venue, hearing loop, sign language interpreter, audio tape or other adjustments). Please detail requirements:

We will interview all disabled applicants who meet the minimum (i.e. essential) criteria for a post vacancy and consider them on their skills and experience. Please sign here if you are happy for your details to be passed to the interviewing manager so that you can be considered under the Disability Confident scheme.

Signature

Print name in full

It would also help us to know any barriers you have faced when dealing with us and we would be grateful if you would also use this space to make suggestions on how we can improve.

