

# APPLICATION FORM

**Please complete in type or block capitals in black ink.**

Areas for you to type into are highlighted in a light grey colour. Please pay particular attention to questions that ask you to delete multiple choice options.

**Please be aware that this cover sheet, and section 7-11 will be removed from this application in the anonymising process.**

|  |  |
| --- | --- |
| APPLICATION FOR THE POST OF: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| TITLE: | |  | |
| PRONOUNS: | |  | |
| SURNAME OR FAMILY NAME: | |  | |
| FORENAME: | |  | |
|  |  |  |  |
| HOME ADDRESS: | |  | |
| POSTCODE: | |  | |
| CONTACT NUMBER: | |  | |
| EMAIL ADDRESS: | |  | |
|  |  |  |  |
| **Please answer all of the questions contained in this application form. Standalone CVs will not be accepted and your application will be rejected.** | | | |
|  |  |  |  |

|  |  |
| --- | --- |
| Are you applying for this role on a job share basis? | Yes / No (**\*please delete as appropriate**) |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | |  | | |
| 1. PRESENT OR LAST POST | | | | | | | |
| Post Held | Department or Section | | Date Appointed | | | Date Left | |
|  |  | |  | | |  | |
| Employer Name & Address | | | Current Salary and Additions and Grade | | | | |
|  | | |  | | | | |
| Reasons for Leaving | | | | |
|  | | | | |
| Notice required to present employer | | | | |
|  | | | | |
| Can we contact you at work? | | | | |
|  | | | | |
| Main Duties and Responsibilities **(DO NOT EXCEED 500 words)** | | | | | | | |
|  | | | | | | | |
|
|
|
|
|
|
|
|
|
|  |  | |  | | |  | |
| 2. PREVIOUS EMPLOYMENT | | | | | | | |
| Please list any relevant paid employment you have had, giving the most recent first. | | | | | | | |
| Job Title: |  | | | | | | |
| Employer Name: |  | | | | | | |
| Employer Address: |  | | | | | | |
| Main Duties: |  | | | | | | |
| Dates From - To: |  | | | | | | |
| Reason for Leaving: |  | | | | | | |
|  | | | | | | | |
| Job Title: |  | | | | | | |
| Employer Name: |  | | | | | | |
| Employer Address: |  | | | | | | |
| Main Duties: |  | | | | | | |
| Dates From - To: |  | | | | | | |
| Reason for Leaving: |  | | | | | | |
|  | | | | | | | |
| Job Title: |  | | | | | | |
| Employer Name: |  | | | | | | |
| Employer Address: |  | | | | | | |
| Main Duties: |  | | | | | | |
| Dates From - To: |  | | | | | | |
| Reason for Leaving: |  | | | | | | |
|  | |  | |  | | |  |
| 3. VOLUNTARY & UNPAID WORK | | | | | | | |
| Please list any relevant voluntary experience you have, giving the most recent first. | | | | | | | |
| Organisation: | |  | | | | | |
| Main Duties: | |  | | | | | |
| Dates From - To: | |  | | | | | |
|  | | | | | | | |
| Organisation: | |  | | | | | |
| Main Duties: | |  | | | | | |
| Dates From - To: | |  | | | | | |
|  | | | | | | | |
| Organisation: | |  | | | | | |
| Main Duties: | |  | | | | | |
| Dates From - To: | |  | | | | | |
|  | |  | |  | | |  |
| 4a. EDUCATION & TRAINING | | | | | | | |
| Please list any education or training you have undertaken and the qualification obtained. | | | | | | | |
| Subject / Qualification | |  | | | | | |
| Place of Study | |  | | | | | |
| Qualification/Grade | |  | | | | | |
| Year Obtained | |  | | | | | |
|  | | | | | | | |
| Subject / Qualification | |  | | | | | |
| Place of Study | |  | | | | | |
| Qualification/Grade | |  | | | | | |
| Year Obtained | |  | | | | | |
|  | | | | | | | |
| Subject / Qualification | |  | | | | | |
| Place of Study | |  | | | | | |
| Qualification/Grade | |  | | | | | |
| Year Obtained | |  | | | | | |
|  | |  | | | | | |
| 4b. TRAINING COURSES ATTENDED | | | | | | | |
| Please include any relevant training courses you have attended or are undertaking. | | | | | | | |
| Course Title | |  | | | | | |
| Training Provider | |  | | | | | |
| Duration | |  | | | | | |
| Year Attended | |  | | | | | |
|  | | | | | | | |
| Course Title | |  | | | | | |
| Training Provider | |  | | | | | |
| Duration | |  | | | | | |
| Year Attended | |  | | | | | |
|  | | | | | | | |
| Course Title | |  | | | | | |
| Training Provider | |  | | | | | |
| Duration | |  | | | | | |
| Year Attended | |  | | | | | |
|  | | | | | | | |
| Course Title | |  | | | | | |
| Training Provider | |  | | | | | |
| Duration | |  | | | | | |
| Year Attended | |  | | | | | |

|  |
| --- |
| 5. LIFE EXPERIENCE |
| Is there anything else you have done (which you feel is relevant to the role applied for) that you wish to tell us about? This may include work experience, unemployment, caring for a child/relative/friend, etc.  **DO NOT EXCEED 300 WORDS** |
|  |

|  |
| --- |
| 6. PERSONAL STATEMENT |
| Please complete this section after you have read the Job Description and Person Specification, which will help you tailor your response to the requirements of the role.  Please demonstrate how you meet the criteria set out in the Person Specification. Whether you are invited to an interview for the position will depend on how well you meet the set criteria within the Person Specification. Make sure you back your statements up with clear evidence of your knowledge, skills and experience where appropriate. You can use examples from your lived experience, voluntary roles, previous jobs or your studies wherever applicable. |
|
|
|
| **YOU MAY PROVIDE ANSWERS IN BULLET POINTS IF PREFERRED.**  **DO NOT ATTACH ADDITIONAL DOCUMENTS AS THEY WILL NOT BE TAKEN INTO CONSIDERATION** |
| 6a. SKILLS |
| Please provide evidence of how you meet each of the criteria below, providing examples wherever possible. |
| Strong communication skills, verbal and written (Essential) |
|  |
| Basic IT skills (typing and email) (Essential) |
|  |
| Effectively build rapport and interact sensitively with team members, volunteers, service users, members of the public and representatives from other organisations (Essential) |
|  |
| Support and empower vulnerable people and other volunteers (Essential) |
|  |
| Successfully work alongside other agencies and organisations in a professional manner (Essential) |
|  |
| Good level of ICT skills, e.g. Microsoft Office, (Word, Excel, Outlook, PowerPoint) (Desirable) |
|  |
| Able to prioritise work, meet deadlines and negotiate timescales (Desirable) |
|  |
| Effective organisational skills (Desirable) |
|  |
| 6b. EXPERIENCE |
| Please provide evidence of how you meet each of the criteria below, providing examples wherever possible. |
| There is no knowledge-based criteria that is essential for this role. Applicants will be asked about a Basic knowledge of safeguarding, confidentiality and boundaries, and ability to work within these guidelines at the interview stage. |
| 6c. KNOWLEDGE |
| Please provide evidence of how you meet each of the criteria below, providing examples wherever possible. |
| Lived experience of the criminal justice system (Essential) |
|  |
| Knowledge of the barriers faced by people with support needs upon release from custody (Essential) |
|  |
| Knowledge of the impact of support needs on offending (Essential) |
|  |
| Understanding of own recovery and ability to use a range of coping strategies (Essential) |
|  |
| Basic knowledge of the Liaison and Diversion & RECONNECT model (Essential) |
|  |
| Emotional resilience in challenging situations (Desirable) |
|  |
| Basic knowledge of safeguarding, confidentiality and boundaries, and ability to work within these guidelines (Desirable) |
|  |
| 6d. EQUAL OPPORTUNITIES |
| Please provide evidence of how you meet each of the criteria below, providing examples wherever possible. |
| Confidently recognise discrimination in its many forms and willing to put into practice Touchstone’s Equality Policies (Essential) |
|  |
| Values the work associated to promote diversity and social inclusion (Essential) |
|  |
| Must be sensitive to the needs of disadvantaged groups in the planning and delivery of services (Essential) |
|  |
| 6e. ATTITUDE AND DISPOSITION |
| Please provide evidence of how you meet each of the criteria below, providing examples wherever possible. |
| Passionate about supporting people in an empowering way (Essential) |
|  |
| Commitment to Touchstone and RECONNECT aims and values (Essential) |
|  |
| Commitment to personal responsibility, development, learning and reflective practice (Essential) |
|  |
| To at all times promote a positive image and the good reputation of Touchstone, RECONNECT and SWYPT (Essential) |
|  |
| A commitment to working in partnership with service users and services (Essential) |
|  |
| Can work on own initiative and under general guidance (Essential) |
|  |
| Open to feedback and willingness to be managed and supervised (Essential) |
|  |
| Commitment to team working (Essential) |
|  |
| Open to change/working flexibly in line with the needs of the service/organisation (Essential) |
|  |
| Ability to manage emotion in challenging situations (Essential) |
|  |
| Self-motivated and confident (Desirable) |
|  |
| 6f. QUALIFICATIONS/TRAINING |
| Please provide evidence of how you meet each of the criteria below, providing examples wherever possible. |
| GCSE English or experience to this standard (Desirable) |
|  |
| A relevant IT qualification, e.g. ECDL or ability to produce work to that standard (Desirable) |
|  |
| Peer Support or Mentoring qualification (Desirable) |
|  |
| Full driving licence and access to a vehicle as working across South Yorkshire (Desirable) |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 7. OTHER INFORMATION | | | | | | |
| Do you hold a current clean driving license? | | | Yes / No (\*please delete as appropriate) | | | |
| If you have any endorsements, please give details: | | |  | | | |
| Do you have the use of a car? | | | Yes / No (\*please delete as appropriate) | | | |
| Do you have a friendship, relationship or are you related to any employee/member of Touchstone or the Board of Trustees? | | | Yes / No (\*please delete as appropriate) | | | |
| If yes, please complete the following details: | | | Name: | |  | |
| Job title: | |  | |
| Relationship: | |  | |
| Have you ever been employed by Touchstone before? | | | Yes / No (**\*please delete as appropriate**) | | | |
| If yes, when? | | | Please provide dates. | | | |
| Are you currently a Touchstone Volunteer? | | | Yes / No (**\*please delete as appropriate**) | | | |
| Have you ever accessed a Touchstone service? | | | Yes / No (**\*please delete as appropriate**) | | | |
| Are you a United Kingdom or European Economic Area National? | | | Yes / No **(\*please delete as appropriate)** | | | |
| Please confirm your current status in terms of entitlement to work in the UK: | | | British Citizen / Overseas National with permission to work in the UK / Overseas national without permission to work in the UK (\*please delete as appropriate) | | | |
| 8. HEALTH RECORD | | | | | | |
| Are you aware of any health reasons which may impact on your ability to apply for this post either at application or the interview stage? | | | Yes / No (\*please delete as appropriate) | | | |
| If yes, please advise us on any reasonable adjustments you may need making: | | |  | | | |
| 9. REHABILITATION OF OFFENDERS ACT 1974 | | | | | | |
| This post is exempt from the provision of Sector 4 (2) of the Rehabilitation of Offenders Act 1974. You are not entitled to withhold any information about convictions, including any cautions, which for the purposes are “spent” under the provisions of the Act. Any information given will be completely confidential and will be considered only in relation to your application for this post. | | | | | | |
|
| Have you at any time received, or have pending a court conviction (including any cautions)? | | | Yes / No (\*please delete as appropriate) | | | |
| Have you at any time received, or have pending a court conviction (including any cautions)? | | | Yes / No (\*please delete as appropriate) | | | |
| Failure to disclose all convictions, including “spent” ones, will lead to your application form being disqualified, or if you are appointed to your dismissal. If the post you are applying for involves substantial access to children and/or other specific vulnerable groups, Touchstone will check with the Disclosure and Barring Service for existence and content of any criminal record if you are offered the post. | | | | | | |
|
|
|  | |  |  | | |  |
| 10. REFERENCES | | | | | | |
| Please remember to ask your referee(s) for permission first, before you give us their name and contact details.  Please give the names, addresses and telephone numbers of two referees. If you are or have been employed these should include your **two most recent employers**, your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for this post. **Family members or friends cannot be referees**. We reserve the right to request details of additional referees if we are not satisfied with the references provided.  We may also carry out additional background checks (by way of a Google search) if we consider it appropriate to do so. Any Google search conducted will not go further than what is deemed necessary to determine your suitability for the role.  If you are a student please provide contact details of a teacher at your school, college or university.  If you have not been in employment for a considerable amount of time but have previous employment then you should seek one reference from your last employer and a personal reference (of whom you should not be related to). | | | | | | |
| Name |  | | Name |  | | |
| Email Address |  | | Email Address |  | | |
| Address |  | | Address |  | | |
|  | |  | | |
| Post Code |  | | Post Code |  | | |
| Contact Number |  | | Contact Number |  | | |
| Occupation |  | | Occupation |  | | |
| Relationship |  | | Relationship |  | | |
| Please note that by providing the details of your referees above, you are giving Touchstone permission to make contact and request reference information | | | | | | |
| At what stage may we contact your referees? | | | After Interview / At Any Stage (**\*please delete as appropriate**) | | | |
|
|  | |  |  | | |  |
| I understand that any appointment of me by Touchstone will be subject to the information given in this form being true and correct. I understand that failing to provide material information and/or misleading Touchstone through the provision of inaccurate and/or incorrect information, or my failure to disclose a relationship to a member of Touchstone staff/Board of Trustees could lead to the withdrawal of any offer of work made to me. I understand that to withhold, falsify or omit relevant information from this application form may lead to subsequent disciplinary action being taken against me, including summary dismissal (without notice), in the case that I am the successful applicant.  In the interests of promoting fairness and reducing bias amongst applicants, please confirm that you have not used any method of artificial intelligence (AI) to complete this application form. If we suspect that AI has been used for any part of your application, this may have a negative impact on the outcome of it  I have read this statement and confirm that all information given by me is true and correct. | | | | | | |
|
|
|
|
| Signature |  | | Date |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 11. CHECK ON CONVICTIONS OR CAUTIONS | | | |
| A check as to the existence and content of a criminal record will be requested from the Disclosure and Barring Service (“DBS”) after a person has been selected for appointment to this post. Any offer of work/employment made will be conditional upon a clear DBS check being received by Touchstone. Your failure or refusal to agree to a DBS check being carried out will lead to your offer of employment being withdrawn.  We have many volunteers and employees who have criminal convictions, and positively recruit people who do so. We consider each case on its own merits and work collaboratively to manage risk and ensure you are supported throughout the process.  You are therefore asked to sign the statement below to confirm your agreement, if you are selected for the appointment, to a DBS check being carried out before you commence working for Touchstone.  Touchstone is discharging a social service function and is therefore covered by the Rehabilitation of Offenders Act 1974 (Exception) Order 1975, and with this in mind you are obliged to disclose both current and spent convictions below. | | | |
|
|
|
|
|
|
| Please give details on the application form of all convictions, cautions, reprimands or warnings (whether spent or not) | | | |
|
|  | | | |
|
|
|
|
|
| I agree, if I am selected for this appointment, to enhanced checks being made with the DBS for any record of convictions or cautions against me. | | | |
|
|
| Name |  | Signature |  |
| Date |  |  |  |

|  |
| --- |
| 12. EQUALITY AND DIVERSITY FORM |
| We are committed to employing a workforce that reflects the community we serve. In order to monitor our progress and support our employees with their wellbeing, we ask you to answer the questions below. If you do not wish to complete all or any part of this monitoring form, you do not have to do so. This form and your personal details on the application form will be separated from the rest of the application form and won’t be considered or factored in when determining your suitability for the role. |
| **What is your preferred title?** |
| **Mr Mrs Miss Ms Mx** |
| **Other (please specify):** |

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your gender identity?** | | | |
| Man |  | I use another term |  |
| Non-Binary |  | Prefer not to state |  |
| Woman |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you trans?** | | | |
| Yes |  | No |  |
| Prefer not to state |  | Unsure |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **How do you identify your sexual orientation?** | | | |
| Bi |  | Gay |  |
| Heterosexual |  | Lesbian |  |
| I use another term |  | Questioning |  |
| Prefer not to state |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Which age bracket do you fall into?** | | | |
| Under 18 |  | 55 – 64 |  |
| 18 - 24 |  | 65 – 74 |  |
| 25 - 34 |  | 75 – 84 |  |
| 35 - 44 |  | Over 85 |  |
| 45 – 54 |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your Religion / Faith?** | | | |
| Atheist |  | Sikh |  |
| Buddhist |  | Other |  |
| Christian |  | Muslim |  |
| Hindu |  | Jewish |  |
| No Religion / Belief |  | Prefer Not To State |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your ethnic background?** | | | |
| White British |  | Pakistani |  |
| White Irish |  | Chinese |  |
| White Welsh |  | Kashmiri |  |
| White Scottish |  | Other Asian background |  |
| White Northern Irish |  | White & Black Caribbean |  |
| White English |  | White & Black African |  |
| Other white background |  | White & Asian |  |
| Black African |  | Other mixed background |  |
| Black Caribbean |  | Arab |  |
| Other Black/ Caribbean/ African background |  | Gypsy / Irish Traveller |  |
| Bangladeshi |  | Another ethnic group |  |
| Indian |  | Prefer not to state |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you consider yourself to be disabled?** | | | |
| Yes |  | No |  |
| Prefer not to state |  |  | |

|  |  |
| --- | --- |
| **If “Yes”, which disability or disabilities do you consider yourself to have?** | |
| Learning Disability |  |
| Mental Health Disability |  |
| Physical disability or impairment |  |
| Sensory disability or impairment |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you consider yourself to be Neurodivergent?** | | | |
| Yes |  | No |  |
| Prefer not to state |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Have you used a mental health service in the last 12 months?** | | | |
| Yes |  | No |  |
| Prefer not to state |  |  | |
|  | | | |
| **Have you ever used a Touchstone Service?** | | | |
| Yes |  | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **How did you hear about this vacancy?** | | | |
| Another Organisation (please specify) |  | Leeds City Council Website |  |
| Charity Job Website |  | LinkedIn |  |
| CV Library |  | NHS Jobs Website |  |
| DIVA Bradford |  | Nova Website |  |
| Doing Good Leeds |  | Wakefield Council Website |  |
| EIDA |  | University Website |  |
| Indeed Website |  | Touchstone Website |  |
| Jobsite |  | Word of Mouth |  |
| Newspaper |  | Careers Fair (please specify) |  |
| Internally (please specify) |  | Other (please specify) |  |
| Further Information: |  | | |