



Application for Employment: Journey Enterprises

GUIDANCE NOTES

Our application form is in four parts.

Your answers in sections B and C will be scored by the selection panel against the published essential and desirable criteria. Section A and D will be separated from the application and will not be seen by staff involved in the selection process.

You may attach up to 2 continuation sheets (A4) for section B. Please do not attach a Curriculum Vitae.

ACTION FOR EQUALITY: GUARANTEED INTERVIEW SCHEME

Journey aims to ensure that no job applicant or employee receives less favourable treatment than another based on any of the protected characteristics in the Equality Act 2010. The Charity is committed to ensuring staff with disabilities and/or unpaid caring roles are supported in work through appropriate reasonable adjustments, support and signposting.

Registered with Disability Confident Journey Enterprises welcomes applications from candidates with disabilities and unpaid carers. We operate a Guaranteed Interview Scheme for all applicants with disabilities who meet the essential criteria in the person specification. This form is provided in the application pack.

SAFEGUARDING ADULTS AND YOUNG PEOPLE

Journey Enterprises is responsible for safeguarding vulnerable adults and young people in its services. Candidates applying for roles requiring an enhanced Disclosure & Barring Service check are advised that any offer of employment will be subject to successful DBS and Fit and Proper Persons clearance.

If you have previously worked with children, young people and/or vulnerable adults we will require references from each of these roles whether voluntary or paid positions. This is in line with Care Quality Commission standards.

Section A

Job Details

Role applied for			
Type of contract Please tick	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	
How did you learn about the vacancy?			

Personal Details

Surname			
First name(s)			
Former name(s)			
Address & postcode			
Telephone	Personal:	Work:	
Email			
National Insurance no.			
Do you have a disability and require reasonable adjustments? Please complete the Guaranteed Interview Scheme form in your pack.	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Do you have access to suitable transportation for the role i.e. your own vehicle, public transport or Access to Work travel assistance?	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Drivers: do you have a D1 category on your driver's licence?	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Drivers: is your licence free of endorsements?	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Drivers: is your licence time limited?	Y <input type="checkbox"/>	N <input type="checkbox"/>	

Are you on a current work or study visa? Expiry date:	Y <input type="checkbox"/> N <input type="checkbox"/>
How many years have you lived in the UK?	
Do you consider yourself fit for the advertised role?	Y <input type="checkbox"/> N <input type="checkbox"/>

REFERENCES

Please give the names, addresses and telephone numbers of two referees one of which must have known you for 3+ years. One must be your current employer or, if you are currently not working or are studying, your most recent employer or tutor. We cannot accept references from friends or family members.

If you are applying externally, please ensure both of your referees are unrelated to Journey Enterprises. If you are a permanent employee at Journey, please ensure that at least one referee is from outside Journey.

If you have worked with children, young people or vulnerable adults previously you must provide a referee for each of these roles. Please continue and complete sheets 3 and 4, adding additional sheets if needed.

Referee 1

Name:	Position/Job Title:
Address:	Telephone no: Work email address:
Relationship to you:	Permission to contact prior to interview Y <input type="checkbox"/> N <input type="checkbox"/>
How long has the referee known you?	Under 1 year <input type="checkbox"/> 1-2 years <input type="checkbox"/> 3+ years <input type="checkbox"/>

Referee 2

Name:	Position/Job Title:
Address:	Telephone no: Work email address:
Relationship to you:	Permission to contact prior to interview Y <input type="checkbox"/> N <input type="checkbox"/>
How long has the referee known you?	Under 1 year <input type="checkbox"/> 1-2 years <input type="checkbox"/> 3+ years <input type="checkbox"/>

Referee 3 – Positions with Children, Young People or Vulnerable Adults	
Name:	Position/Job Title:
Address:	Telephone no: Work email address:
Relationship to you:	Permission to contact prior to interview Y <input type="checkbox"/> N <input type="checkbox"/>
How long has the referee known you?	Under 1 year <input type="checkbox"/> 1-2 years <input type="checkbox"/> 3+ years <input type="checkbox"/>

Referee 4 - Positions with Children, Young People or Vulnerable Adults	
Name:	Position/Job Title:
Address:	Telephone no: Work email address:
Relationship to you:	Permission to contact prior to interview Y <input type="checkbox"/> N <input type="checkbox"/>
How long has the referee known you?	Under 1 year <input type="checkbox"/> 1-2 years <input type="checkbox"/> 3+ years <input type="checkbox"/>

Referee 5 - Positions with Children, Young People or Vulnerable Adults	
Name:	Position/Job Title:
Address:	Telephone no: Work email address:
Relationship to you:	Permission to contact prior to interview Y <input type="checkbox"/> N <input type="checkbox"/>
How long has the referee known you?	Under 1 year <input type="checkbox"/> 1-2 years <input type="checkbox"/> 3+ years <input type="checkbox"/>

Section B

WORK EXPERIENCE

Please tell us about your work experience. This can be experience gained in employment, self-employment, work placements or volunteering. List the most recent first and explain any gaps.

From	To	Role/Job Title/Duties	Employer name/address	Reason for leaving

SECONDARY EMPLOYMENT

Do you intend, or have currently, secondary employment (another job) which you will be doing as well as working at Journey, if you are appointed? If Yes, please complete the details below:

Is this self-employment? Y N

If self-employment: what type of business do you provide?

If employment: please provide your employer's name and address and your role with the organisation in the space below.

From	Employer name/address	Role/Job Title/Duties

EDUCATION & QUALIFICATIONS

Please tell us about your education and qualifications. List the most recent first.
Please ensure you have told us that you have a good pass in English and mathematics, if this is an essential requirement, and any other qualifications the role states are essential.

From	To	Establishment	Qualification & Result	Date achieved

PROFESSIONAL LICENSING

Please tell us about your professional licensing.

Professional Body	Licence & Level Gained	Membership Number	Date of Registration

Section C

In this section we ask you to set out your application for the role. Please tell us why you are interested in working at Journey Enterprises, your understanding of our values, and how your experience and training meets the essential and desirable criteria for the position.

We are not able to short-list any candidate who does not meet all of the essential criteria.

Section D

FIT & PROPER PERSONS DECLARATION

We are required to assess if potential Directors, service managers and staff applying to work with adults who receive our day-care services are 'Fit and Proper Persons', in line with Care Quality Commission regulations.

By signing this application form you confirm that you are not aware of any facts or circumstances which mean that you do not meet the *Fit and Proper Person* requirements of Regulation 5 of the Care Quality Commission Regulations and, in particular, you confirm:

- a) *I am not an undischarged bankrupt or a person whose estate has had sequestration awarded in respect of it and has not been discharged;*
- b) *I am not the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or an order to like effect made in Scotland or Northern Ireland;*
- c) *I am not a person to whom a moratorium period under a debt relief order applies under Part VIIA (debt relief orders) of the Insolvency Act 1986;*
- d) *I am not a person who has made a composition or arrangement with, or granted a trust deed for, creditors and has not been discharged in respect of it;*
- e) *I am not included in the children's barred list or the adults' barred list maintained under section 2 of the Safeguarding Vulnerable Groups Act 2006, or in any corresponding list maintained under an equivalent enactment in force in Scotland or Northern Ireland;*
- f) *I am not prohibited from holding the relevant office or position, or from carrying on the regulated activity, by or under any enactment;*
- g) *I have the necessary qualifications, competence, skills and experience for the relevant office, or position for which I am applying/or am already employed to do;*

CONFLICT OF INTEREST DECLARATION

Category of interest	Describe the interest, whether it applies to you, a family member, client or friend, other personal or business connection
Secondary employment or self-employment in which you continue to have a financial interest outside Journey.	
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.	
Membership of professional bodies, special interest groups, campaigning/political organisations outside Journey.	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests.	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	
User of Journey services: as a Client or a family member of a Client.	
Personal links to current Clients, Trustees, Senior Managers/Managers.	
Personal links to any prospective or current suppliers of services to Journey or its Clients/families.	
Personal links to any funders, commissioners or regulators of Journey.	
A family member or dependant working for a competitor organisation.	
Any other conflicts that are not covered by the above including those set out in our Conflict of Interest Policy.	

REHABILITATION OF OFFENDERS ACT 1974. EXCEPTION ORDER 1975

The provisions relating to non-disclosure of criminal convictions does apply to people seeking employment within our services.

Please state here whether or not you have a criminal record.

- I have/have not received a caution by police;
- I have/do not have a criminal record;
- Are there any criminal charges pending against you? * Yes / No
- Do you give consent to a police check? Yes / No
- Do you give consent to a Disclosure and Barring Service Check? Yes / No
- I have/have not been referred to the Disclosure and Barring Service Barred list;
- I am/am not registered on the Disclosure and Barring Service Barred list;

* If you have answered positively to any of the above, please give details on all accounts.

DECLARATIONS

Please indicate your consent by ticking/checking the statements shown below:



If appointed I give my consent under the General Data Protection Regulation 2018 for Journey to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.

If unsuccessful in my application for employment, I give consent for Journey Enterprises to retain my personal data for a period of six months.

I understand that appointment, if offered, will be subject to the information given on this form being correct and to the receipt of satisfactory references and information received from the Disclosure and Barring Service, DBS Adult First Check, Fit & Proper Persons & Conflict of Interest relevant search.

I also understand that appointment may be subject to a satisfactory medical examination.

SIGNED..... **DATE**.....

PRINT NAME.....

GUIDANCE NOTES

When you apply you must demonstrate that you meet all of the essential criteria.

Essential Criteria

We can only shortlist people who have all of the essential criteria for the role. This is to ensure we have people with the right skills, experience and knowledge.

English & mathematics: good pass

A good pass is a grade C or above at GCSE/O Level.

English and mathematics skills are particularly important for roles working with our Clients, many of whom have literacy and numeracy deficits and who rely on our Staff for training and support in these areas.

NVQ Health & Social Care & Equivalent Training

This is an essential requirement for Life Skills and Hub Manager roles.

Hub Managers must be qualified at Level 5 in Health & Social Care.

Life Skills Coaches require either an NVQ Level 3 in Health & Social Care or experience and qualification as an upper secondary teacher or career adviser:

- We can accept applications for Life Skills Coach roles from qualified secondary teachers with at least 3 years post probationary SEN experience at upper secondary level (years 12/13).
- We can accept applications for Life Skills Coach roles from qualified and experienced IAG practitioners who have supported young adults/adults with disabilities seeking training and employment.

Administration Roles

We set out our minimum criteria for Administration roles including the software and systems experience you will need to work successfully at Journey.

Agency Experience

If you have been employed by an agency (umbrella organisation), we need to know which employers you have been placed with, not the name of the agency.

Application Statement

This section is provided for you to match your skills, knowledge and experience to Journey.

Many applicants will have similar experience but this section helps us select candidates who may best suit the Journey philosophy, commitment to disability inclusion and our current services.

Good luck with your application!