

Pure Insight is a small charity in Stockport, providing practical and emotional support to young people who have left or are about to leave care.

Like all young people, care leavers need access to supportive consistent adults who can offer advice and guidance in a timely manner to overcome the range of practical and emotional challenges faced by a young adult living unsupported.  Small things that if left unresolved can escalate into serious issues such as homelessness, mental health crisis, offending, substance/alcohol addiction, breakdown of education/employment.

Insight empowers young people to recognise their true potential in achieving successful, fulfilled lives. A catalyst for social action, Insight provides a platform for talent and creativity and aims to equip care leavers with the skills they need to take control of their lives now and in the future.

We deliver a range of projects all designed to

* Reduce loneliness and isolation
* Improve physical and emotional wellbeing
* Reduce homelessness by supporting to find and retain tenancies
* Reduce anti social behaviour and offending by diverting into positive activities
* Build confidence and self esteem
* Developing support networks
* Feeling part of the local community by getting involved
* Improve access to education, employment and training
* Develop skills and talent
* Raising the aspirations of the young person and those around them
* Learn important life skills such as self care, budgeting, negotiation skills.

We have a small army of amazing volunteers from a variety of backgrounds; all we ask is that you are passionate and committed to manage a team of Mentors support young people to take control of their lives now and in the future.

All positions require an enhanced DBS check but his does not necessarily mean this would debar you from a role. Each case will be considered separately on its merits by an internal panel.

**APPLICATION FORM**

**Post Applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL DETAILS** (PLEASE COMPLETE IN BLOCK CAPITALS)

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBERS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOBILE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FACEBOOK NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a current driving licence?(please tick) Yes No

**EMPLOYMENT HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates**  **(month/year)**  **From To** | | **Name of Employer** | **Job Title** | **Reason for Leaving** |
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**EDUCATION AND TRAINING**

|  |  |
| --- | --- |
| **Date**  **(month/year)** | **Details of qualification and or training** |
|  |  |

**WHEN ANSWERING THE FOLLOWING QUESTIONS IT IS IMPORTANT TO CROSS REFERENCE WITH THE JOB DESCRIPTION AND PERSON SPECIFICATION. PLEASE GIVE REAL EXAMPLES FROM PERSONAL, VOLUNTARY OR PROFESSIONAL EXPERIENCES. ENSURING YOU ADDRESS ALL POINTS ON THE PERSON SPECIFICATION. PLEASE USE EXTRA SHEETS**

**SKILLS AND EXPERIENCE ETC**

What skills or experience do you have relevant to this role?

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| --- |
|  |

What qualities do you think you could bring to our team

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Any additional information related to the Job Description and Person Specification

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**Equal opportunities monitoring information**

Our policy is to ensure that no job applicant or employee receives less favourable treatment because of, or is disadvantaged by, any conditions or requirements that cannot be shown to be justifiable. To assist us in checking that this policy is carried out and for that purpose only, it would be help if you could complete the following. You are under no obligation to complete this section. It will not affect your application in any way.

**Male / Female Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Do you consider yourself to have a disability?

**Yes No**  *(please tick)*

The following definition may provide a useful framework for applicants to consider whether their condition would be considered as a disability. ***The Equality Act 2010 defines disability as a physical or mental impairment, which has substantial and long tem adverse effect on a person’s ability to carry out normal day-to-day activities***

Please give details of your disability and any adjustments you would like us to consider making in connection with your job application or your employment

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**Ethnic Origin**

To which ethnic group do you belong? Please tick one of the groups below-

|  |  |  |
| --- | --- | --- |
| White (UK) | Black Caribbean | Bangladeshi |
| White (other) | Black African | Indian |
| White (European) | Black (other) | Asian (other) |
| Irish | Pakistani | Turkish Cypriot |
| Other, please specify | | |

**Please state where you learned of this vacancy**

|  |  |
| --- | --- |
| **Source:** | **Please tick** |
| News Paper or other publication (please specify) |  |
| Job Centre /Job Centre Plus website |  |
| Pure Innovations web site |  |
| Other Recruitment web site (please specify) |  |
| Internal advert |  |
| Word of mouth |  |
| Other (please specify) |  |

**The above information is important and will be used for monitoring purposes and the provision of statistical data only. All information supplied will be treated in the strictest confidence.**

**Disclosure Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXEMPTION UNDER THE REHABILITATION OF OFFENDERS ACT /RIGHT TO WORK IN THE UK This form must be completed for all new recruits at Pure Innovations Ltd. In addition Disclosure and Barring Clearance required prior to your employment** | | | | |
| **Name** |  | **Job title** |  | |
| **The Rehabilitation of Offenders Act (Exemption)Order 1975 applies to this post**  This means that you must disclose ALL criminal convictions (including those defined as **spent** under the Rehabilitation of Offenders Act), cautions, reprimands, final warnings, fines, motor offences and any other information that may have a bearing on your suitability for the post, including if your suitability to work with children or vulnerable adults has ever been questioned.  Failure to disclose any convictions / reprimands / cautions / final warnings / fines or any other relevant information, will disqualify you from employment or result in your later dismissal. The Act does not provide any means of enforcing a person’s right not to be refused employment. | | | | |
| **Date** | **Nature of convictions / reprimands / cautions / final warnings / fines / other relevant information: (Please include dates)** | | | |
|  | | | |
| **Do you have any outstanding cases waiting to be heard Yes/No** | | **Yes No** | | |
| **If yes, please give date (if known) and the details** | |  | | |
| **Have you ever been barred from working with children/young people/vulnerable adults** | | **Yes No** | | |
| **Have you ever been dismissed from any previous employment** | | **Yes No** | | |
| **If yes, please give details** | |  | | |
|  | | | | |
| Under the 2006 Act – Immigration Asylum and Nationality Act – it is a criminal offence to knowingly employ a person aged 16 or over who is subject to immigration control and who has no permit to work in the UK or who is working in breech of conditions to work in the UK. Please confirm your nationality and whether you are eligible to work in the UK. You will need to provide documentation to confirm this | | | | |
| **Nationality** |  | **Right to work in UK?** | | **Yes No** |
| **Document evidence of right to work in UK**  **(please state)** | |  | | |
| **Please attach official documentation to prove eligibility to work in the UK to this disclosure form on submission.**  **Accepted documents:**  UK Passport/National ID card/Residence Permit/Document of exemption from immigration control/Birth Certificate | | | | |
|  | | | | |
| **Do you know or are you related to anyone a Pure Innovations Ltd** | | **Yes No** | | |
| **If yes, please state whom and your relationship with them** | |  | | |
|  | | | | |
| **Declaration**  I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discover that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company processing the date supplied on this application form for the purpose of recruitment and selection | | | | |
| **Sign** |  | **Date** |  | |
| **A signature is required even if you have nothing to declare** | | | | |
| **Data Protection**  The information you provide will only be used in conjunction with this job application | | | | |

**REFERENCES**

Please give details of two referees. Referee 1 **MUST** be your current or most current employer and should be a person who has been responsible for you work.

Please note, it can be quicker for us to follow up on email references but we will still required all sections to be completed.

**Reference 1 – Your current or most current employer Reference 2**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation Occupation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship of Referee to you Relationship of Referee to you

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can we contact this Referee **prior** to Interview Can we contact this Referee **prior** to Interview

Yes No Yes No

**THE SELECTION PROCESS**  is in several stages and consists of-

* Application form
* Interview
* DBS check
* References