



"Embracing Disability, Empowering Lives"

SoLO Life Opportunities
38 Walnut Close,
Chelmsley Wood,
Birmingham, B37 7PU

STAFF APPLICATION FORM

Name

Address & postcode

Telephone number:

Mobile

Email:

POSITION (S) APPLIED FOR

Car driver YES/NO
Business Insurance YES/NO

Where did you learn about this vacancy?

1. EDUCATION

Date	Details of establishment attended

2. QUALIFICATIONS (please show most recent first)

2

Date	Details of qualification gained	Grade achieved

3. PREVIOUS EMPLOYMENT (please show most recent first)

Date	Name and address of employer	Details of position	Reason for leaving

**4. RELEVANT TRAINING COURSES ATTENDED (i.e. first aid, childcare etc.
(please show most recent first)**

Date	Details

5. EVIDENCE OF HOW YOU MEET THE PERSON SPECIFICATION
(continue on separate sheet if necessary)

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6. PERSONAL REFEREES (references are followed up after interview)

Please give the names and addresses of two people (not relatives) who know you well and to whom a reference request can be made. If currently, or recently employed the first reference must be from them.

Name

Name

Address

Address

Tel No/email

Tel No/email

How do they know you?

How do they know you?

7. VOLUNTARY EXPERIENCE – please give details of any relevant experience with dates and times.

Name of organisation	Role within organisation	Dates

8. Please give us details of any health problems that you think we should be aware of.

9. Have you been convicted of any criminal offence at any time?

YES NO

Have you been the subject of abuse investigations or enquiries?

YES NO

If yes to either question, please give details including otherwise ‘spent’ convictions as required by the Rehabilitation of Offenders Act (exceptions, order 1975). (You may provide this information, under separate cover, marked private and confidential, if you would prefer it to be discussed in the event that you are selected for interview.)

NB Having a criminal record will not necessarily stop you from being a worker/volunteer, but we are required to carry out a DBS disclosure, before appointment on anyone who will have direct contact with vulnerable adults or children. This procedure adheres to the ‘DBS code of practice’ a copy of which is available on request.

The information given in this form is correct to the best of my knowledge and belief:

Signature.....

Date

Please return this form to:
 SoLO Life Opportunities
 Job Applications
 38 Walnut Close
 Chelmsley Wood
 Birmingham
 B37 7PU



SoLO Life Opportunities

Embracing Disability
Empowering Lives

38 Walnut Close, Chelmsley Wood, Birmingham, B37 7PU

EQUAL OPPORTUNITIES MONITORING FORM

This information will be kept solely for monitoring purposes

Gender	<input type="checkbox"/> male	<input type="checkbox"/> female
<input type="checkbox"/> White-British		<input type="checkbox"/> Indian
<input type="checkbox"/> White-Irish		<input type="checkbox"/> Pakistani
<input type="checkbox"/> White-Other*		<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Chinese		<input type="checkbox"/> Asian-Other*
<input type="checkbox"/> Mixed White/Black Caribbean		<input type="checkbox"/> Black Caribbean
<input type="checkbox"/> Mixed White/Black Afri-		<input type="checkbox"/> Black African
<input type="checkbox"/> Mixed White/Asian		<input type="checkbox"/> Black Other*
<input type="checkbox"/> Mixed Other*		<input type="checkbox"/> Other*

* Please specify _____

The Disability Discrimination Act states that disability can be physical, sensory or mental and includes conditions such as epilepsy and diabetes which are controlled by prescribed medication. It must be substantial and have a long term effect (that means the disability must last or be expected to last for 12 months)

Do you feel you have a disability under this definition? Yes No

Statement of Requirement for Disclosure & Barring Service

Disclosure of Criminal Convictions – DBS check

As this post involves working with children/vulnerable adults it is subject to a criminal record check. This service is now carried out by the Disclosure & Barring Service (DBS).

Candidates

The candidate will be asked to provide a db's certificate in the first instance. Unless a current DBS certificate can be produced, the candidate will be asked to complete and sign a Disclosure Application Form and provide evidence of identification. The Disclosure Form will be forwarded and checked under the procedures of the Disclosure & Barring Service. A certificate advising of the outcome will then be sent to the candidate. However, as this will be the only copy available, you will need to keep this safely and be prepared to produce it as you will need to provide future evidence that the check has been carried out.

Code of Practice on the use of disclosure information

The Code of Practice is intended to ensure that the information released will be used fairly and to ensure that sensitive personal information is handled and stored appropriately. If the Disclosure reveals a criminal history, where appropriate it will be discussed with the candidate before an appointment decision is made, but the fact that a person has a criminal record does not automatically render him or her unsuitable for work with children/vulnerable adults. A person's suitability will be looked at as a whole in the light of all the information available.

POLICY AND PROCEDURE

Recruitment of Ex Offenders

Category: staff and volunteers



SoLO
Life
Opportunities

38 Walnut Close
Chelmsley Wood
Birmingham
B37 7PU

Charity No. 1102297
England Company No.
5025939

Policy Statement

- As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, SoLO Life Opportunities complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction of other information revealed.
- SoLO Life Opportunities is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- This policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is requested only after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request

Policy Name: Recruitment of Ex Offenders
Organisation: SoLO Life Opportunities

1

Next Review Date: March 2016

Pages in this document - 2

that this information is sent under separate, confidential cover, to a designated person within SoLO Life Opportunities and we guarantee that this information is to be seen only by those who need to see it as part of the recruitment process.

- Unless the nature of the position allows SoLO Life Opportunities to ask questions about your entire criminal record we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in SoLO Life Opportunities who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of contract or offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.