**High Trees Keyholder Job Application Form**

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| **Personal Information** |
| Last Name (s): |  | Title: |  |
| First Name (s): |  |
| Home Address: |  |
| Email: |  |
| Home phone: |  | Mobile: |  |

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| **Employment History** |
| Current / Most Recent Employment |
| Job title: |  |  |  |
| Name & Address of Employer: |  |
| Date Appointed: |  |  |  |
| Please provide brief details of the responsibilities in your current (or last) post:  |

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| **Role-based competencies** |
| Do you live within walking distance of the High Trees Hub (220 Upper Tulse Hill, SW2 2NS)? |
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| Are you available to start at a short notice? |
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| Are you able to work weekends and evenings? |
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| Are there any days of the week that you are not available? (If yes, please specify which days.) |
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| Have you previously held a similar position? (If yes, please specify the details of that role.) |
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| As a keyholder, you may be contacted in emergency situations to attend premises, is this something you are able to undertake? |
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| **Supporting Statement** |
| Please use this statement to demonstrate how you meet skills for this post. Please use no more than 250 words. |

# REFEREES

# Both referees should be your employers, including your current or last employer and should not be members of your family. References may be taken up prior to interview unless you ask us not to.

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| Name: | Name: |
| Relationship to you: | Relationship to you: |
| Address:Telephone Number:Email: | Address:Telephone Number:Email: |
| Tick if not to be taken up before interview  | Tick if not to be taken up before interview  |

**Vacancy Monitoring**

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| Where or how did you hear about the position? If via a partner organisation, which one(s) did you see? |

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| **PROOF OF ELIGIBILITY TO WORK** |
| Under Section 8 of the Immigration Act, we are required to check that all employees are eligible to work within the UK. Please confirm that, if you are offered a position within our organisation, which of the document(s) you would be prepared to supply to us and allow us to check and make a copy.You MUST include either: One document from List 1 OR Two documents from One of the Combinations in List Two |
| LIST 1 – ONE DOCUMENT ONLY | PLEASE TICK |
| A British Citizen Passport |  |
| A passport or national identity card issued by a State which is a part to the EEAA (European Economic Area Agreement) or Switzerland, describing the holder as a national of that State. |  |
| A Home Office issued residence permit to a national from a State which is a party to the EEA or Switzerland. |  |
| A passport or other document endorsed and issued by the Home Office stating that the holder has a current right of residence in the United Kingdom as the family member of a named national of a State party to the EEAA or Switzerland who is resident in the United Kingdom. |  |
| A passport or other travel document endorsed showing the holders entitlement to indefinite stay in the United Kingdom, or no restrictions on the length of stay. |  |
| A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit. |  |
| A Home Office issued Application Registration Card for the asylum seeker stating that the holder is permitted to take employment. |  |

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| OR ALTERNATIVELY LIST 2 – COMBINATION A: DOCUMENT 1, PLUS ONE OTHER of 2-8 | PLEASE TICK |
| A document giving the person’s permanent National Insurance Number and name. This could be: P45, P60, National Insurance Card, or a letter from a Government Agency. |  |
| A full Birth Certificate issued in the United Kingdom, which must include the names of the holder’s parents. |  |
| A Channel Islands, Isles of Man or Ireland issued Birth Certificate |  |
| A Registration or Naturalisation Certificate confirming the holder is a British Citizen |  |
| A Home Office issued letter to the holder confirming that the named person is entitled to indefinite stay in the United Kingdom or has no time restriction on their stay. |  |
| A Home Office issued Immigration Status Document to the holder, which is endorsed confirming the named person is entitled to indefinite stay in the United Kingdom or has no time restriction on their stay. |  |
| A Home Office issued letter to the holder confirming that the named person is entitled to stay in the United Kingdom, and this allows them to undertake the type of work you are offering. |  |
| A Home Office issued Immigration Status Document to the holder, which is endorsed confirming the named person is entitled to stay in the United Kingdom, and this allows them to undertake the type of work you are offering. |  |

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| OR ALTERNATIVELY |  |
| LIST 2 – COMBINATION B: DOCUMENT 1, PLUS ONE OTHER of 2-3 | PLEASE TICK |
| 1. Work Permit or other approval to take employment issued by Work Permits UK. |  |
| A passport or other travel document endorsed, showing the holders entitlement to stay in the United Kingdom and can take the work permit employment in question. |  |
|  A Home Office issued letter to the holder confirming that the named person is entitled to stay in the United Kingdom and can take the work permit employment in question. |  |

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| **CAUTIONS, REHABILITATION AND CRIMINAL RECORDS**  |
| Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition, you are required to submit to a Disclosure and Barring check/provide a PVG Scheme Record or Scheme Record Update. Any disclosure made by the Disclosure and Barring Service/Disclosure Scotland will remain strictly confidential. Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required). If YES, please give details.  |

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| Because this position involves the working with children and/or vulnerable adults; employment is dependent on the following: 1) Your written consent to obtaining a Disclosure and Barring certificate from the Disclosure and Barring Service/Disclosure Scotland or an approved umbrella body or provision of a PVG Scheme Record/Scheme Record Update. 2) Such disclosure being acceptable to us. 3) Proof of identity – birth or marriage certificate (where appropriate) and passport (if available). 4) Two satisfactory written references. 5) That you will supply a photograph of yourself for retention in your records.  |

# **DECLARATION**

(Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that my previous employers may be approached for references. I also agree that should I be successful in this application; I will apply to the Disclosure and Barring Service/Disclosure Scotland for a Disclosure and Barring certificate/PVG Scheme Record or Scheme Record Update. I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn, or my employment terminated.

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| Signature: | Date: |

Thank you for taking the time to complete this form. To return please follow the instructions outlined in the job advert of recruitment pack.

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| **POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS** |
| 1. As an organisation using the Disclosure and Barring Service/Disclosure Scotland to assist in assessing applicants suitability for positions of trust, the company complies fully with the relevant Code of Practice (a copy of which is available on request) and undertakes to treat all applicants for all posts fairly. The company will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed. 2. We actively promote equality of opportunity for all and we select all candidates for interview on the basis of their talent, skills, qualifications and experience. We welcome applications from a wide range of candidates, including those with criminal records. 3. A disclosure is only requested where it is legally required or after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a disclosure will be required from a successful candidate, all applicants will be made aware of this at all stages of the recruitment process. 4. Where 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. 5. Unless the nature of the position allows the company to ask questions about a candidate’s entire criminal record we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders legislation. 6. We ensure that all those in the company 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. 7. 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 may be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer or termination of employment. 8. We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment. 9. Having a criminal record will not necessarily bar an applicant from working for us. This will depend on the nature of the position and the circumstances and background of the offences.  |