

Post: Project Worker (North East maternity cover)

Closing Date: Monday 15th April 2024 by 12pm Noon

Interviews on: 25th April 2024 (with the possibility of some interviews taking place on 26th April depending on the number and quality of applications)

Please do not enclose a CV. Use this form to tell us about your work experience and qualifications. We will not read CV's. We will only read what is on this form.

The part of the application that contains your personal details will be removed before shortlisting.

This means that when we are shortlisting, we will not know anything about you other than your skills and experience to do this job.

Name:

Click or tap here to enter text.

Address:

Click or tap here to enter text.

Postcode:

Click or tap here to enter text.

Telephone:

Click or tap here to enter text.

Email:

Click or tap here to enter text.

If you are working at the moment and you intend to leave your current job role what is your notice period?

Click or tap here to enter text.

Do you have any support needs at the interview? If yes, please tell us here.

Click or tap here to enter text.

We ask people that apply for the role of Project Worker, to tell us if they have any unspent convictions under the Rehabilitation of Offenders Act 1974.

If you are not sure what this means you can contact Inclusion North **0113 2444792** or contact Nacro **0300 123 1889**

Nacro is a national social justice charity with more than 50 years' experience of changing lives, building stronger communities, and reducing crime. They house, educate, support, advise, and speak out for and with disadvantaged young people and adults.



The form below must be completed by every one that applies for a job. The information you tell us will not be kept with your application form during the recruitment process.

Criminal record declaration form

Please tell us your full name

Click or tap here to enter text.

This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to tell us about convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, you can contact Inclusion North for further advice or you can also contact Nacro Telephone: 0300 123 1889.

Do you have any unspent convictions?

Yes

No

If you have answered yes, you now have two options on how to tell us about your criminal record.

Option 1: Please provide details of your criminal record in the space below.

Click or tap here to enter text.

Option 2: You can tell us about your record on a separate piece of paper or email and if posting attach it to an envelope stapled to this form. The envelope or email should be marked CONFIDENTIAL and should have your name and the details of the post you are applying for.

If you have attached these details separately, check the box here

Please provide the details of two people who can give you a reference. These people should have known you for 2 years or more and must not be related to you. If you have a job now, one should be your Line Manager.

Referee 1

Name:

Click or tap here to enter text.

Address:

Click or tap here to enter text.

Postcode:

Click or tap here to enter text.

Telephone:

Click or tap here to enter text.

Email:

Click or tap here to enter text.

How do they know you?

Click or tap here to enter text.

Referee 2

Name:

Click or tap here to enter text.

Address:

Click or tap here to enter text.

Postcode:

Click or tap here to enter text.

Telephone:

Click or tap here to enter text.

Email:

Click or tap here to enter text.

How do they know you?

Click or tap here to enter text.

Tips on completing this part of the form.

This part of the form asks you to show how you meet the Person Specification for the job. We shortlist people based on how closely they match the Person Specification.

We have inserted each requirement from the Person Specification into the form below. Under each requirement, please give us an example or evidence of the skills, knowledge, experience or personal attribute we are looking for. If there are any that you cannot complete, leave that one blank.

Tell us about things you have done in the past that demonstrate how you match the Person Specification. This might be something you have done at work or as a volunteer, or it may come from your own lived experience.

Please stay within the word limit.

Please give evidence of your ability to build relationships with people with a learning disability, autistic people and family carers (maximum 150 words)

Click or tap here to enter text.

Please give evidence of your ability to use co-production skills to work as a team with people with a learning disability, autistic people and family carers (maximum 150 words)

Click or tap here to enter text.

Please give evidence of your good communication skills and ability to adapt your style to meet individual people's needs (maximum 150 words)

Click or tap here to enter text.

Please give evidence of your technical skills including Microsoft, email, and online video conferencing especially Zoom and Teams (maximum 150 words)

Click or tap here to enter text.

Please give evidence of your ability to use your own initiative to get work started and to solve problems (maximum 150 words)

Click or tap here to enter text.

Please give evidence of your administration skills of planning, keeping records, writing notes, writing reports, doing research and presentations (maximum 150 words)

Click or tap here to enter text.

Please give evidence of your ability to plan and manage your own time to meet deadlines (maximum 150 words)

Click or tap here to enter text.

Please give evidence of your experience of working with people with a learning disability and autistic people in mental health hospital settings and or prison (maximum 150 words)

Click or tap here to enter text.

Please give evidence of your experience of assessing risk and implementing safety procedures (maximum 150 words)

Click or tap here to enter text.

Please give evidence of your knowledge of safeguarding issues for people and staff and knowing the process for recording and raising issues.

(maximum 150 words)

Click or tap here to enter text.

Please give evidence of your knowledge of the big issues facing people with a learning disability, autistic people, and their families (maximum 150 words)

Click or tap here to enter text.

Please give evidence of your ability to stick to your values and principles and the confidence to challenge (maximum 150 words)

Click or tap here to enter text.

Please give evidence of your ability to be non-judgmental and empathetic towards others (maximum 150 words)

Click or tap here to enter text.

Please give evidence that you hold strong values of inclusion, equality and justice (maximum 150 words)

Click or tap here to enter text.

Please state your ability to travel across the whole North East region

Click or tap here to enter text.

Please give evidence of your experience of the criminal justice system, and understanding of the issues facing people with a learning disability, autistic people and their families (maximum 150 words)

Click or tap here to enter text.

Please give evidence of your experience of speaking up in meetings with senior managers from a range of agencies (maximum 150 words)

Click or tap here to enter text.

Please state your ability to occasionally stay away from home overnight and occasionally work outside of office hours.

Click or tap here to enter text.

Tell us about all the work you have done before starting with the most recent first. This could be paid or voluntary work. Don't leave any gaps in time.

Organisation

Click or tap here to enter text.

Position

Click or tap here to enter text.

When did you work there ?

Click or tap here to enter text.

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Position

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When did you work there ?

Click or tap here to enter text.

Tell us about your education and any courses or training you have been on that might help you to do this job.

Click or tap here to enter text.

Course or subject

Click or tap here to enter text.

University college or training provider

Click or tap here to enter text.

Date of study

Click or tap here to enter text.

Course or subject

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Course or subject

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Date of study

Please send your completed application form to:

For the attention of: Daniel Proctor, Inclusion North, Suite 12a, Unity Business Centre, 26 Roundhay Road, Leeds, LS7 1AB.

By email: daniel.proctor@inclusionnorth.org

Please direct any enquiries to Daniel who will pass you on to the relevant Manager.

Telephone: 0113 244 4792