



APPLICATION FORM

GUIDANCE FOR JOB APPLICANTS

This information is intended to help you present your skills and experience to your best advantage. Candidates are short listed **solely** on the basis of the information contained on the application form and according to the requirements laid down in the employee specification. Incomplete applications will not be considered.

THE EMPLOYEE SPECIFICATION

This outlines the experience, knowledge, skills and attitude needed for the post. You must be able to demonstrate on the application form, and at interview if called, that you satisfy all the essential requirements of the employee specification. Look at each particular criterion identified and provide evidence on the form that you meet it, preferably by giving examples. Each criterion listed on the employee specification **MUST** be addressed in Section 4 'Skills and General Information' of the application form and please do not use more than 250 words for each criterion.

YOUR EXPERIENCE

Do not assume that the selection panel will credit you with certain skills because of the work you have done or because you think it is obvious. It will not be sufficient to simply state that you meet the criteria, you should try to demonstrate this by giving examples from your working, personal or voluntary experience. Try to consider in what ways you have used and developed skills which may be useful in this job and make sure you tell us about them. Please number Section 4 of your application form according to the numbers on the employee specification.

COMPLETING THE FORM

Type or write neatly in black ink. Complete every box or enter not applicable (N/A). Keep a copy of your completed form to remind you of what you have said if called for interview. This application form is also available in large print, please call HR on 01484 353150 or email HR@fusionhousing.org.uk with your requirements. We welcome a broad diversity of talent to apply.

Please do not send a C.V. as this will not be considered by the shortlisting panel. Applications cannot be considered after the closing date. If you are posting your application documents please put sufficient postage on (ie large letter stamp) failure to do so may result in your application not being received. Electronic applications can be emailed to HR@fusionhousing.org.uk

MONITORING FORMS

Monitoring forms will be detached and kept separately from application forms and will not be seen by anyone involved in shortlisting and interviewing.

Equality, Diversity & Inclusion

This provides statistical information which will help us to monitor the effectiveness of our Equality, Diversity & Inclusion Policy. This information is treated as strictly confidential, however if you decide you do not wish to complete any sections of the form it will not affect your application in any way.

Disability Monitoring

Fusion strives to increase disabled people's access to work. We are a "disability confident" employers which means we guarantee interviews for suitably qualified disabled applicants who meet the minimum standard for all essential criteria in the employee specification.

Declaration of Criminal Convictions

This document must be completed if the role being applied for requires a DBS disclosure application to be made; information supplied is treated as strictly confidential and is not included in the short-listing process.





APPLICATION FORM

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Fusion Housing complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Fusion Housing is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion or belief, sexual orientation, gender reassignment, responsibilities for dependants, age, physical/mental disability, marriage or civil partnership, pregnancy or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all DBS 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 DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check 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 guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Fusion Housing 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 Fusion Housing 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 an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.



APPLICATION FORM

IMPORTANT Please read all the information provided before completing this form
especially GUIDANCE FOR JOB APPLICANTS

Position applied for	
----------------------	--

1. Personal details

Surname	Other names
Full Address:	
Postcode:	
Telephone Number (day)	Telephone Number (evening)
Mobile	Email

2. Education & Training

Please give details of any courses followed, whether or not they led to formal qualifications. Include full/part time courses, correspondence courses and other training you have undertaken which may be relevant to the post. Please give dates and start with the most recent (continue on a separate sheet if necessary).

Education/Training	From	To

3. Experience

Please give details of your previous employment, starting with your current or most recent. Include any unpaid work. Please explain any gaps in employment.

Present or last employer

Company Name	Your Job Title
Full Address	
Postcode	Employed from to
Notice required	Telephone number
Reason for leaving	
Main duties	

Previous employers

Company Name	Your Job Title
Full Address	
Postcode	Employed from to
Notice required	Telephone number
Reason for leaving	
Main duties	

Company Name	Your Job Title
Full Address	
Postcode	Employed from to
Notice required	Telephone number
Reason for leaving	
Main duties	

Please continue on a separate sheet if necessary.

4. Skills and General Information

Please tell us why you are applying for this post and how you meet the requirements set out in the employee specification. Please number your answer in order according to each point in the employee specification and do not use more than 250 words for each criterion. Each criterion listed on the employee specification **MUST** be addressed as incomplete applications will not be considered.

Continue on a separate sheet if necessary.

5. References

Please supply details of two people who, in a professional capacity, can be contacted for references. One of these should be your current or most recent employer. No personal references will be accepted. Offers of employment are made subject to receipt of satisfactory references. Your referees will be asked for information regarding your employment history.

Fusion retains the right to withdraw the offer of employment or terminate the contract of employment should unacceptable references be received. Completion of this application form will be taken as your consent for Fusion to apply for references.

Tick to agree

Reference 1	Reference 2
Referee's Full Name	Referee's Full Name
Referee's Job Title	Referee's Job Title
Company Name Address	Company Name Address
Relationship to you	Relationship to you
Your previous job title	Your previous job title
Your employment dates From _____ To _____	Your employment dates From _____ To _____
Tel No (day)	Tel No (day)
Email (if applicable)	Email (if applicable)

6. Right to Work in the UK

Do you require a work permit

Yes No

Under the Immigration, Asylum and Nationality Act 2006 employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are made a provision offer (regardless of nationality or ethnicity) you will be required to produce an official document confirming that you are entitled to live and work in the UK, eg passport; full birth certificate and official document confirming your name and national insurance number or a passport/travel document/letter from the Home Office.

7. Applicant's Declaration

I certify that the information given on the form is correct

Tick to agree

The information on this form will be held and used by Fusion Housing in accordance with the provisions of the Data Protection Act 1998 and all relevant subsequent legislation. This information will be held and processed for the purposes of personnel / payroll administration and statistical business analysis.

I certify that the information given on this form is correct and acknowledge that any false statement renders me liable to summary dismissal.

Tick to agree

The information will be stored manually and electronically and disposed of after 6 months if your application is unsuccessful.

Applicant's Name:

Date:

Applicant's Signature:

Date:

Please return to:- The HR Administrator
Fusion Housing Ltd
4TH Floor Pearl House
10 John William Street
Huddersfield
HD1 1BA

Or e-mail your application to: HR@fusionhousing.org.uk

If you are posting your application documents please put sufficient postage on (ie large letter stamp) as failure to do so may result in your application not being received on time.

EQUALITY, DIVERSITY AND INCLUSION MONITORING FORM (page 2 of 2)

Disability Discrimination Act 2005

A person has a disability under the Disability Discrimination Act if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities. Long term means has lasted, or is expected to last, for 12 months. Do you consider yourself to be a disabled person?

Yes No I do not wish to disclose whether or not I have a disability

If you ticked yes, please tick one of the boxes below which best fits this description:

- | | |
|---|--|
| <input type="checkbox"/> Not considered disabled | <input type="checkbox"/> Cognitive impairment |
| <input type="checkbox"/> Physical impairment | <input type="checkbox"/> Long standing illness or health condition |
| <input type="checkbox"/> Sensory impairment | <input type="checkbox"/> Other |
| <input type="checkbox"/> Mental health condition | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Learning disability/difficulty | <input type="checkbox"/> Prefer not to say |

Arrangements if selected for interview/selection test

If you have a disability, please indicate whether you have any special requirements we should know about if you're invited to an interview/assessment.

Arrangements if appointed

Please give below details of any adjustments that would need to be made in order for you to carry out the duties of the job if appointed.

(Continue on a separate sheet if necessary)

If you require information to be provided in a different format to enable you to return your application please contact the HR Administrator on 01484 353150 or email HR@fusionhousing.org.uk



RECRUITMENT – CONFIDENTIAL

Declaration of Criminal Convictions

This document is not included in the short-listing process.

All Fusion Housing staff, Fusion Board members and Volunteers who work directly with clients are subject to clearance through the Disclosure and Barring Service (DBS).

Any convictions that are not relevant to the job will not prejudice any application, however failure to declare a conviction, caution or bind-over may disqualify you from appointment or result in dismissal without notice when it comes to light.

Name:	
<p>Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?</p> <p style="text-align: center;">Yes No</p> <p>The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.</p>	
<p>If yes, please give details, including dates (continue on a separate sheet if necessary).</p>	

Signature:

Date:

Fusion Housing's Equality, Diversity and Inclusion Policy - Statement of Intent

Through this policy we seek to promote respect, value and the rights of individuals in all aspects of our work. Everyone is entitled to fair and equal treatment through the services we provide, our policies and our practices.

We recognise that inequalities and discrimination affect different groups of people in different ways and that they are widespread in our society. We are committed to implementing policies and practices which challenge inequality and discrimination. We aim to promote maximum accessibility to our services to all members of the community.

This policy is to ensure that no employee, committee member, client or contact is treated unfairly or discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. These form the definition of "Protected Characteristics" specified in the Equality Act 2010. Additionally Fusion Housing recognises that certain other groups may be disadvantaged and is therefore committed to ensuring those who may fall within the following categories will also be included in our commitment to ensure fair and equal treatment with our policies and practices and service delivery:

Race, colour, nationality or ethnic origin, religion, any type of disability, mental ill health, gender, marital status, sexual orientation, responsibility for dependants, lack of formal education or qualifications, class, employment status, appearance, age, HIV antibody status, unrelated criminal conviction, or by conditions or requirements which cannot be shown to be justifiable within the context of this Equality, Diversity & Inclusion Policy.

In implementing this policy we may wish to take **positive action** that seeks to overcome or minimise disadvantages that people who share a protected characteristic have experienced where there is specific lack of or under-representation within Fusion Housing.

Fusion Housing Safeguarding Summary

Fusion Housing has a commitment to safeguarding children and adults at risk and endeavours to ensure that all its practices and procedures reflect this. Every aspect of service delivery is assessed to ensure that any risks are minimised and controlled. Full details of these are contained in our Safeguarding Children and Adults Policy.

Fusion Housing recognises the role of safer recruitment in ensuring that people who pose a risk to children and adults are prevented from gaining employment. In order to do this the following measures are in place:

- All prospective Fusion Housing staff, Board Members and Volunteers who work directly with clients are subject to clearance through the Disclosure and Barring Service (DBS).
- A Recruitment Panel will be appointed at the beginning of the process which includes a Team Manager.
- A Panel Chair will be appointed who will ensure that Fusion Housing's Recruitment and Selection Policy and Procedure is adhered to.
- The Recruitment Panel will review the appropriate Job Description, Employee Specification, and Job Application Pack.
- The HR Administrator is responsible for the placing of adverts and the overall administration of the recruitment process.
- All applicants must fully complete a standard application form.
- Applicants will only be shortlisted and offered an interview on the basis of their ability to meet the criteria within the employee specification.
- The Recruitment Panel will decide which are appropriate questions to ask at interview.
- All interviewees will be asked a question about safeguarding.
- All interviewees' answers are scored against an agreed selection criteria using a consistent and measurable approach.
- Offers of employment are subject to the receipt of satisfactory references and, if required, Disclosure & Barring Service reports.

Working in the UK

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act) which came into force on 29 February 2008. Under section 15 of the 2006 Act an employer may be liable for a civil penalty if they employ someone who does not have the right to undertake the work in question. Employers have a duty to prevent illegal working in the UK by carrying out prescribed document checks on people before employing them to ensure they are lawfully allowed to work.

If you are made a provision offer of employment (regardless of nationality or ethnicity) you will be required to produce an official document confirming that you are entitled to work in the UK.

Lists of acceptable documents for right to work checks

List A	
Acceptable documents to establish a continuous statutory excuse	
1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6.	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7.	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8.	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10.	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B

Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

- | | |
|----|--|
| 1. | A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. |
| 2. | A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question. |
| 3. | A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence. |
| 4. | A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. |

Group 2 – Documents where a time-limited statutory excuse lasts for 6 months

- | | |
|----|---|
| 1. | A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service. |
| 2. | An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service. |
| 3. | A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. |