Vida Sheffield

# APPLICATION PACK: Information for Applicants

Thank you for your interest in employment with Vida Sheffield.

For background information about Vida see our website at: [www.vidasheffield.org.uk](http://www.vidasheffield.org.uk)

**Closing date**:  **Wednesday 29 September 2021**

[shortlisting is planned for Thursday 9 September and shortlisted candidates will usually be informed by the following day of their interview time]

**Interviews are provisionally planned for: Tuesday 5 October 2021**

In addition to the information in this application form, you should have the following document: **Vida Development Manager:** **Job Description & Person Specification**

## Equal Opportunities

Vida sets a high standard for both our employment practices and our work. People will be recruited on the basis of their merits and abilities, and we work towards ensuring that no job applicant or employee receives less favourable treatment on the grounds of race, ethnicity, disability, age or sexuality. Because of the nature of the work of Vida, the post advertised is specifically for a female worker, in accordance with The Equality Act 2010, Schedule 9, Part 1.

We recognise and welcome our responsibility to remove any barriers in our recruitment process. If you have identified any barriers in the job description or person specification, please tell us of these. We are committed to making any reasonable adjustment to the job where possible, and it would help us to know your needs in order to do this.

## Completing Your Application Form

Please **complete the application form**, giving as much information as you can that is relevant to the job you are applying for. It is important to **ensure that you** **complete the Equal Opportunities Monitoring sheet**. This will be **detached from your application and kept separately** until we need to contact you. The information given on it will **not** be used to make decisions about who is short-listed or recruited.

Make sure that you demonstrate in the application form your ability to meet the requirements of the job description and person specification, by giving **clear evidence of how you meet each part**, **especially the numbered points in the Person Specification**. **Note that if you do not refer to the numbered points in the Person Specification, it will be harder for us to score your application.**

The Person Specification also makes clear which elements are considered ‘essential**’** in order to be considered for the post, and which are **‘**desirable**’** but could be learned in the post if required. This gives an indication of the importance we will give to the information you provide.

## Shortlisting and Interviews

If you are invited to attend for interview you may be asked to show evidence of your entitlement to work in the U.K. e.g. a UK or European passport or residence permit.

Wherever possible we will notify you by email if you have **not** been shortlisted for interview. However, if you have not been contacted within one week from the closing date for the post, please assume your application has been unsuccessful on this occasion, and we thank you for taking an interest in working with Vida.

CONFIDENTIAL INFORMATION

**Vida Sheffield**

## EQUAL OPPORTUNITIES MONITORING FORM Ref. No [office use]:

**Name of Post Vida Development Manager**

**applied for:**

This monitoring process is part of Vida’s commitment to encouraging applications from all sections of the community. The information given on this sheet will **not** be used to make decisions about who is short-listed and recruited. **The form will be separated from your application**, and stored securely by Vida – the information in Part A will be used to contact you if you are shortlisted for interview. The reference number placed on the Equal Opportunities form and the Application Form will ensure that we have the correct contact details for you.

**Please use CAPITAL LETTERS when completing this form by hand**

**PART A**

**Date:**

**First Name(s):**

**Last / Family Name:**

**Address:**

**Telephone Home:**

**Mobile:**

**email:**

**[please provide an email address and mobile to contact you at short notice if required]**

**PART B**

**Gender:**

**Ethnicity:**

**Are you currently in paid work? YES NO**

**How did you find out about this post?**

**Do you consider yourself to have a disability? YES NO**

**Do you have any needs which could require reasonable adjustments to be made to the job? YES NO**

**If ‘yes’ please explain what would be required [or attach an extra sheet if needed]**

**Vida Sheffield**

**APPLICATION FOR EMPLOYMENT**  **– Ref. No:** [office use]

## CONFIDENTIAL

**Name of Post Vida Development Manager**

**applied for:**

***Please Note:*** *This post is specifically for a woman worker.*

*It is advertised in accordance with The Equality Act 2010, Schedule 9, Part 1*

**Please return this form to: Recruitment**

**Vida Sheffield**

**Knowle House, 4 Norfolk Park Road**

**SHEFFIELD S2 3QE**

**Or email to:** [**admin@vidasheffield.org.uk**](mailto:admin@vidasheffield.org.uk)

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| **EMPLOYMENT details of** ***present or last employment*** (paid or unpaid) | | | | | | | | |
| **Date From:** |  | | **To:** (if applicable) |  | | **Reason for leaving** (if applicable) | |  |
| Position held: | | | | | | | | |
| Employer & Address: | | | | | | | | |
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| Grade / Salary | |  | | |  | |  | |
| Brief details of main duties and responsibilities | | | | | | | | |
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| Length of notice required, or date you could start this post: | | | | | | | | |

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| **EMPLOYMENT - details of previous jobs (paid or unpaid)** | | | | | |
| Employer | Job held & brief details | | From: | To: | Reason for leaving |
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| **SKILLS / QUALIFICATIONS / TRAINING**  Give details of any qualifications or skills obtained **which are relevant to the job** together with dates, type of study etc. This information should include e.g. relevant training courses,  in-service training, trade union education, adult education etc. | | | | | |
| **Type of training** | | **Dates & duration** | | **Qualification (if any)** | |
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**SUITABILITY FOR THE JOB**

Please state why you think you are suitable for this job, giving clear and concise examplesof how you meet the requirements of the **specific numbered points in the ‘Person Specification’ for our ideal candidate*.* Note that if you don’t refer to the numbered points, it will be harder for us to score your application.** Add sheets if necessary.

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**ADDITIONAL INFORMATION**

***(please delete the statement that does not apply)***

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| **Rehabilitation of Offenders** | | |
| The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions which, for other purposes are ‘spent’ under the provisions of the Act. If you are to be recommended for the post you will be subject to a Criminal Records Bureau check. This will be an **Enhanced** disclosure.  You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations. Failure to disclose this information could result in the withdrawal or a dismissal or disciplinary action.  Any information given will be completely confidential and will be considered only in relation to an application for positions to which an order applies.  **I have read the above statement, and I have no convictions to declare**  **I have convictions to declare**  If you have convictions to declare, please set down the details on a separate sheet and place in a sealed envelope marked “private and confidential”. This should be sent by post to:  The Director, Vida Sheffield, Knowle House, 4 Norfolk Park Road, Sheffield S2 3QE.  **Please include your contact details.**  **For confidentiality purposes this information must not be sent by e-mail.** | | |
| Have you ever been dismissed from employment with any employer? **YES NO**  If ‘YES’ please state from where and when. | | |
| **The date[s] scheduled for interviews for this post is in ‘Information for Applicants’.**  Please state here if you **cannot** attend on the date[s] given, and **offer other dates in that week and the following week when you are available for interview.** | | |
| **REFERENCES**  Please give the names and addresses of two people we may write to for references. Referee (1) should be your present or most recent employer.  Please show whether Referee (2) is in a personal or employment capacity. | | |
| **REFEREE (1)**  **Present or most recent employer** | **REFEREE (2)**  **\*Employment/Personal Capacity [\*delete]** | |
| Name  Job Title | Name | |
| Address | Address | |
| Tel No:  Email: | Tel No:  Email: | |
| **References are only taken up for successful candidates.**  **If you have not given your current employer please state why.** | | |
| **Please state what your ideal working hours / days would be:** | | |
| By signing this form you authorise us to check any information you have given with third parties [e.g. previous employers] and you authorise them to disclose your personal information to us. | | |
| **DECLARATION**  **The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to my being dismissed, if appointed to the post:** | | |
| Signature: | | Date: |