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| **CONFIDENTIAL APPLICATION FORM – SECTION 1**  Sanctuary Family Support  322-326 Upper Parliament Street  Liverpool  L8 7QL  [ruth@sanctuaryfs.org](mailto:ruth@sanctuaryfs.org) | | | | |
| Please refer to the **Guidance Notes for Applicants** before completing this application form.  We value diversity, promote equality and challenge discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds. Members of the recruitment panel will consider information you provide against the person specification for the role to decide whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you **clearly demonstrate** how you meet each point on the person specification. Please note that CVs are not accepted.  We are taking robust measures to ensure that the wellbeing of our staff and clients of paramount importance during the global outbreak of Coronavirus (COVID- 19).  We are closely monitoring the official advice given by both the World Health Organisation and the guidelines from Public Health England on the steps we are undertaking. We are vigilant in ensuring all of our staff have been fully briefed and are constantly updated on the ongoing situation. | | | | |
| Candidate ref. number (for office use only): | | |  | |
| **Position applied for** | | | | |
| Job title | Counsellor | Job reference | |  |
| Location | SFS – Upper Parliament Street | | | |

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| **Personal Information and address for correspondence** | | |
| First name(s) |  | |
| Last name |  | |
| Address |  | |
| Postcode |  | |
| Telephone home |  | |
| Telephone work |  | |
| May we contact you at work? | | Yes/No |
| Mobile |  | |
| Email |  | |
| We will normally contact you by phone However, if you would prefer to be contacted using another method please let us know here: | | |

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| Information, experience, knowledge, skills and abilities |
| **IMPORTANT INFORMATION** |
| Please use this section to tell us how you meet the requirements of the Person Specification for this post. Please address each point in order and by sub title if applicable. These will be scored. Give as much information as necessary to demonstrate the skills, experience and knowledge you have gained. This could include paid or voluntary work, leisure interests and any other activities that you consider relevant to this position. Please note that Sanctuary Family Support is committed to making reasonable adjustments to allow candidates with a disability to meet the requirements of the role.  Please write on additional sheets if necessary: |

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| **Career history** | | | | | |
| Please include your current / previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependants etc. Please put in date order, starting with the most recent. (Continue on a separate sheet if necessary.) | | | | | |
| **Employer’s name and address and type of business.** | **State position held and outline briefly the nature of the work and your responsibilities.** | | | | |
|  |  | | | | |
| Dates: | From: | | | To: |
| Reasons for leaving: | | | | |
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| Dates: | | From: | To: | |
| Reasons for leaving: | | | | |
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| Dates: | | From: | To: | |
| Reasons for leaving: . | | | | |

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| **Educational History** | | |
| Please give details of educational qualifications you have obtained from school, college, university etc. | | |
| Subject | Level | Grade |
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| **Professional development** |
| Please give details of any professional qualifications, including membership of any professional bodies and any job-related training that you have undertaken. |
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| Criminal convictions/DBS Checks |

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| Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974? | Yes / No |
| If YES, we might contact you for more information about this | | |

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| **References** | | |
| Please provide the names, addresses, telephone numbers and email addresses of two people who may be approached for references. One of these **should** be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for. References will only be taken up for successful candidates following interview. | | |
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| **Referee 1** |  | |
| **Name** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Telephone** |  | |
| **Email** |  | |
| In which context does this referee know you? | |  |
| **Referee 2** |  | |
| **Name** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Telephone** |  | |
| **Email** |  | |
| In which context does this referee know you? | |  |

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| **Attachments** | | | |
| Have you attached any separate sheets or documents? | Yes/No | If yes how many? |  |

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| **Entitlement to work in the UK** |
| **A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016.**  **You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made.**  Please note that Sanctuary Family Support does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system. |

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| Declaration | |
| It is Sanctuary Family Supports policy to carry out an enhanced DBS check on all staff. Under the Rehabilitation of Offenders Act 1974, you are required to give details of any current convictions, which are not classed as ‘spent’. Failure to disclose relevant information may lead to the withdrawal of an offer of appointment or if employed, dismissal.  **(This document is not included in the short-listing process)**  Data Protection Statement: I consent to this information being processed and stored for the purpose of recruitment and selection at Sanctuary Family Support and if appointed, for the purpose of employment.  I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. I understand that if appointed on the basis of false information contained in this form, I may be summarily dismissed. | |
| **If you are sending your application form by e-mail, please mark this box**  **(as a substitute for your signature) to confirm that you agree to the above declaration.** | |
| Signed: | Dated: |

Please return this form to

Email [ruth@sanctuaryfs.org](mailto:ruth@sanctuaryfs.org)

Or

Sanctuary Family Support

322-326 Upper Parliament Street

Liverpool

L8 7QL

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| **CONFIDENTIAL APPLICATION FORM – SECTION 2**  Diversity Monitoring | | | |
| Job title | Counsellor | Job reference |  |
| Location | SFS – Upper Parliament Street | | |

Sanctuary Family Support is committed to valuing diversity and promoting equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

In order to achieve these aims we need to know about the diversity of people who apply to work in the service. Please help us by providing the following information.

All information will be treated confidentially and will be separated from your application form before making any selection decisions.

**Data Protection Act 2018**

Sanctuary Family Support will record the information given for the purposes of recruitment and selection monitoring. If you become an employee of Sanctuary Family Support the information will be processed for the purposes of personnel administration only. The information will be retained for monitoring purposes only.

Thank you for your co-operation.

**This information will not affect your application.**

**Age**

❒ <25 ❒ 25-34 ❒ 35-44 ❒ 45-54 ❒ 55-64 ❒ 65+

**Gender**

❒ Female ❒ Male ❒ Transgender ❒ Prefer not to say

**Ethnic origin**

How would you describe yourself?

Choose **one** section and tick the appropriate box within it.

**A** **White**

❒ British

❒ English

❒ Scottish

❒ Welsh

❒ Northern Irish

❒ Irish

❒ Gypsy or Irish Traveller

❒ Any other White background, please state……………………………..

**B Mixed Heritage**

❒ White and Black Caribbean

❒ White and Black African

❒ White and Asian

❒ Any other Mixed background, please state…………………………….

**C Asian or Asian British**

❒ Indian

❒ Pakistani

❒ Bangladeshi

❒ Any other Asian background, please state……………………………

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**D Black or Black British**

❒ Caribbean

❒ African

❒ Any other Black background, please state……………………………

**E Chinese or other ethnic group**

❒ Chinese

❒ Arab

❒ Any other, please state………………………………….

**F** ❒  **Prefer not to say**

**Disability**

Sanctuary Family Support believes that people are disabled by the barriers society places in their way and not by their own impairments. We believe everyone has a role to play in society and we want the service to benefit from the widest range of talent available.

Do you consider yourself to be a disabled person or do you have a long-term health condition?

❒ Yes ❒ No ❒ Prefer not to say

**Sexual orientation**

What is your sexual orientation?

❒ Bisexual

❒ Gay man

❒ Gay woman / lesbian

❒ Heterosexual / straight

❒ Other

❒ Prefer not to say

**Religion or belief**

Which group below do you most identify with?

❒ No religion

❒ Christian (incl. Church of England, Catholic, Protestant & other denominations)

❒ Buddhist

❒ Hindu

❒ Jewish

❒ Muslim

❒ Sikh

❒ Other, please state……………………

❒ Prefer not to say

From which website publication or other source did you FIRST learn of the post?………