



## **Application Pack**

Thank you for requesting this application pack.

## **Notes on Application**

Please read these notes carefully, they will help you to provide us with all the information we need to consider your application.

## **Completing the application form**

All sections of the form must be completed for us to be able to assess your application, if a section isn't relevant please put 'N/A' (not applicable). Please complete this form in black ink. Don't substitute, or cross reference information on this form, with curriculum vitae.

When you have completed all sections, you should return all pages by the closing date advertised.

If we wish to progress your application further, you will be contacted by phone, email or letter advising you of the next stage of the selection process.

Unfortunately we don't have the resources to inform applicants who are not shortlisted; therefore, if you haven't heard from us within two weeks of the closing date regrettably you have not been selected for interview.

## **Information required on application**

We require you to give us the details of two referees. They will need to be able to give their opinion as to your suitability for the role in question.

All successful applicants need to provide a reference from their current or last employer. Referees must be professional and appropriate to the position applied for although for school or college leavers, an academic reference would be suitable.

We are unable to accept a reference from a family member or personal friend.

References will be requested automatically after a conditional verbal job offer has been accepted.

## **The interview process**

If you are being invited for interview, you will be contacted in writing to give you details of the date, time and venue for the interview.

## **DBS checks**

Staff in most positions within Wintercomfort for the homeless are required to undergo a DBS check at enhanced level; any job offer is subject to a satisfactory DBS check.

## **Right to work documentation**

Before any offer of employment is made we will require proof of your eligibility to work in the UK. Guidance on suitable documentation can be found on the Home Office website.

## **Queries or concerns**

Please contact the Administration Team directly if you have any queries regarding this process.

## **Please return this application form by email to:**

info@wintercomfort.org.uk  
or  
Wintercomfort for the homeless  
Overstream House  
Victoria Avenue  
Cambridge, CB4 1EG



Post Title
Closing Date
Interview Date

Please complete this form fully, accurately and legibly. Use white continuation sheets if necessary, but ensure that they are securely stapled to this form and only written/typed on one side. **Please use black ink or type.**

Wintercomfort for the homeless welcomes and accepts applications from all sections of the community.

Title:	First name:	Surname:
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Home Address:		
Post code:		
Home Telephone:	Work Telephone:	
Mobile:	Email:	
Do you need a work permit to work in the UK?		
	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## EDUCATION, TRAINING AND QUALIFICATIONS

FROM	TO	COLLEGE OR TRAINING PROVIDER	QUALIFICATION AND GRADES OBTAINED

# WORK EXPERIENCE

Please list your work experience, both paid and unpaid, in date order starting with the most recent

Current/Final Salary:	Period of Notice:
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From Month/Year	To Month/Year	Name and address of employer (including contact telephone number)	Position held and responsibilities	Status of job	Reason for leaving

Please use this space to account for any gaps in your work experience or education (use continuation sheet(s) if necessary)

# PERSON SPECIFICATION

Please use this section to demonstrate how you meet the person specification requirements for the role.

## PERSON SPECIFICATION CONT

Please use this section to demonstrate how you meet the person specification requirements for the role.

How many days sickness absence have you taken in the past 2 years? Please give brief details:  
(if necessary use a continuation sheet):

### SPECIAL REQUIREMENTS

Do you have any special needs or requirements affecting your employment that we should be aware of?

Yes                                      No

If yes, please highlight any particular arrangements that can be made on your behalf to enable you to attend the interview and tests, and to help you do the job if appointed:

### REFERENCES

Please provide the names and full contact details of **two referees**. Ideally one should be your existing / most recent employer/line manager (if applicable) and the others should be from a previous employer, tutor or someone who has worked with you in a professional capacity e.g. key worker, hostel manager. Personal references from friends or relatives will not be accepted.

Name		Name	
Position		Position	
Organisation		Organisation	
Address		Address	
Telephone No.		Telephone No.	
Email		Email	
<b>Dates covered</b>	From (month & year) To (month & year)	<b>Dates covered</b>	From (month & year) To (month & year)
Can we approach your referees prior to interview?		Can we approach your referees prior to interview?	
YES	NO	YES	NO

## REHABILITATION OF OFFENDERS ACT 1994

In accordance with the Rehabilitation of Offenders Act and the relevant Home Office and Disclosure and barring Service guidance, **Wintercomfort will not discriminate in its employment decisions against ex-offenders with criminal records if it is judged that the offence has no relevance to the post(s) applied for.** A full copy of our policy on employing people with criminal convictions can be obtained on request to Wintercomfort on 01223 518140.

- For all Wintercomfort posts involving the direct provision or management of services to our clients, spent and unspent convictions must be disclosed by all applicants on the form below.
- For all other posts, only unspent convictions must be declared.

This form will be confidential to the panel members and Human Resources staff, and the contents will be used in accordance with the provisions of the Data Protection Act 1998.

All candidates should be aware that it is Wintercomfort's policy to apply for disclosures from the Disclosure and barring Service for employees. Confirmation in post will be subject to the receipt of a satisfactory Disclosure and barring Service Disclosure.

Have you ever been convicted of a criminal offence? Yes  No

If 'Yes' please give details including dates and sentences, if applicable below, and enclose this page in a sealed envelope marked 'Private and Confidential' for the attention of Ruth Boogert:

Conviction	Dates	Sentence (please indicate whether this is current or spent)

Are you currently on a Probation Order or in contact with a Probation Officer or other professionals in relation to your conviction?

It would be helpful if you could give us further details on any conviction(s) recorded above:

Continue on a separate sheet if necessary (Please use A4-sized paper and write on one side only)

**DATA PROTECTION**

Wintercomfort undertakes to respect the privacy of the individual and has implemented strict procedures to protect the individual's rights under the Data Protection Act 1998. By submitting this application you consent to Wintercomfort holding, processing and disclosing your personal information (including sensitive personal data within the meaning of the Act) for the purposes of efficiently administering Wintercomfort's business.

**Personal data will only be disclosed to third parties, unless required by law, with the consent of the individual concerned.**

**DECLARATION**

I confirm that the information supplied both by me and third parties, such as referees, to Wintercomfort for the purposes of recruitment may be retained in a confidential file for a maximum period of six months and disposed of thereafter.

I declare that, to the best of my knowledge and belief, the information provided is correct and agree they should form the basis of any future employment. I understand that should any information on this application form be found to be false and/or that I have withheld relevant details, my application may be rejected or if appointed I may be dismissed.

SIGNATURE .....

DATE .....

Please send the completed application with the equal opportunity and diversity form to:

**Wintercomfort for the homeless, Overstream House, Victoria Avenue, Cambridge CB4 1EG**

**Please tell us how you heard about this opportunity?**