



Application Pack

This document includes all the information required to apply for a position within Calcot Services for Children Ltd. Please see www.csfc.co.uk for current vacancies and job descriptions. Please read through all information carefully before beginning to complete the application form.

This document includes:

- 1 Letter to Applicant and summary of recruitment process
- 2 Guidance Notes for completing the application form
- 3 Statement of Purpose
- 4 Ethos – A Time to Heal
- 5 Person Specification
- 6 Application Form – *Please complete and return*
- 7 Policy on Recruitment of Ex Offenders
- 8 Declaration of Convictions – *Please complete and return*
- 9 Declaration involving disqualification for Caring for Children Regulations 1991 - *Please complete and return*
- 10 Criminal Record Disclosure Information

Please return completed application form to:

Calcot Services for Children Ltd
42 Bath Road,
Calcot Row,
Calcot
Reading
RG31 7QJ

Or email the completed interactive pdf to rachel.redgwell@csfc.co.uk

1. Letter to applicant and summary of recruitment process

Dear Applicant,

Thank you for the interest you have shown in this position and in joining Calcot Services for Children Ltd.

When completing your application form please pay particular attention to the Person Specification, as criteria from this will be used at the short listing stage. You should be able to demonstrate on your application form that you meet both the Job Description and the Person Specification.

What happens next?

- A panel of at least two people will select a shortlist based on the information provided on your application form and any extra documents supporting.
- Short listed candidates will be invited to an interview and advised of any special arrangements for the interview. Occasionally there will be an informal meeting followed by a formal interview.
- A staff member will contact you if you have not been shortlisted for any reason.

It is the policy of CSfC to request references for all short listed candidates before the interview, unless requested otherwise. One of your references **MUST** be your current or most recent employer. Because of the nature of work at CSfC, the Director may wish to make further enquiries of previous employers, in addition to three references given. No offer of employment will be made without the receipt of three satisfactory references and employment cannot commence without a criminal records bureau certificate at enhanced level.

The nature of the work at CSfC involves access to vulnerable children and young people and highly confidential information. This means that we are very careful to carry out as many relevant pre employment checks as possible before appointing individuals to positions within CSfC.

In addition to the criminal records bureau, CSfC will also be carrying out the following checks:

Client records

Checks are made as to whether prospective employees are known to CSfC as a client. Any information obtained in this way will be entirely confidential to the Director or Proprietors, and the relevance of any such information to the position applied for will be the key factor.

Qualifications

If you are short listed for interview you are asked to ensure that you bring with you any certificates of qualification.

Lastly, we would like to take this opportunity to wish you all the best with your application,

Yours sincerely,

Rachel Redgwell

Head of Care

CSfC Ltd

2. Guidance Notes for completing the application form

Guidance Notes

Please read these Guidance Notes carefully before completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a position. It is therefore important that you complete the application form as fully as you can. We do not accept CV's and therefore the information that you supply on the application form is the only information that we consider when deciding whether you should be short listed.

Completing the application form

(a) General Information

1. Please read the job description, person specification and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.
2. Please use black ink or type your application form. This helps when the applications are photocopied.
3. **Do not send a CV with your application** – we believe that by asking all applicants to complete an application form ensures fairness and consistency in our recruitment process.
4. Do not submit the same application form for more than one position. Tailor each application to fulfil the requirements for a particular job. Please endeavour to keep your application form neat and tidy - the application form provides our first impression of you!
5. The selection criteria used for short listing are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.
6. If you wish to include additional sheets to support your application, please do so, ensuring that they are fixed securely to the application form. Please make sure you do not mark each sheet with your name, as personal information is kept separate during the short listing process.
7. Candidates with a disability who can show that they meet the person specification are guaranteed an interview.

(b) The Application form.

1. **Personal details** - In accordance with the 1998 Data Protection Act the information you provide on the application form will be used solely for the purpose of the CSfC recruitment procedure and will not be used or passed on to any third party for any other reason. We appreciate it is not always convenient to contact you at your workplace, therefore please indicate if this will be acceptable.

Driving – Our positions require a full UK driving licence to be held. It is required that staff have business insurance on their vehicles, the cost of which will be met by CSfC Ltd.

Asylum & Immigration Act 1996 - Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless that person has current and valid permission to be in the UK and that permission does not prevent them from taking a job; or the person comes into a category where employment is allowed. If you are restricted to taking up work in the UK this must be mentioned in your application form.

2. **Education, Qualifications & Training** - Please include all your education, qualifications & training, both informal and formal. You may be asked to produce certificates confirming qualifications at a later stage. During the recruitment process CSfC may contact your training provider to verify your qualifications.
3. **Employment History** - Starting with your present employer, please complete this section in date order, beginning with your most recent position and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.
4. **References** - Due to the nature of positions at CSfC, no offer of employment will commence until we receive at least three satisfactory references. We request both verbal and written references and reserve the right to approach any of your previous employers to obtain references.
5. **General Comments** - This section is the most vital part of the form. You may be one of many people applying for a position, so your application needs to stand out by showing your suitability against the Person Specification and Job Description. You should also provide examples of how you meet the skills, abilities, knowledge and experience identified.

Some key words that may be in the Person Specification are:

Experience: What have you already done where, when and how long? What is your experience of working with challenging behaviour?

Knowledge: What do you know and how do you apply what you have learnt to your present position or the one that you are applying for?

Ability /Skills: What can you do?

Managerial and Supervisor Skills: What responsibilities have you had for people or particular areas of work?

Clerical and Administration: Have you got experience of filing, photocopying, and office administration?

Numeracy: Can you deal with figures or use a spreadsheet? Are these skills at a basic, intermediate or advanced level?

Literacy: How good are you with words? What experience have you had in writing letters, reports, etc?

Information Technology: What experience have you had of computers, word processing, spreadsheets etc.?

Interpersonal: How well can you deal with people on a one to one basis, teams or in a group etc? What are your organisational skills and dealing with deadlines like?

Communication: Tell us about your communication skills presenting, persuading, negotiating, counselling etc.

6. **Cautions, rehabilitation and criminal records** - You are required to complete a Declaration of Criminal Convictions form, which can be found later in this pack and you should return this with your application form. You are required to provide a list

of all convictions, cautions and reprimands and also undertake a Disclosure check. See CSfC policy on Recruitment of ex-offenders (enclosed in this pack).

7. **Health Details** – Please complete the health questionnaire.

8. **Declaration** – Please read, then sign and date the declaration.

3. Statement of Purpose

Purpose and Objectives.

Calcot Services for Children comprises 5 residential homes in Reading and Wokingham (Calcot Cottage, The Dingles, Yew Tree Cottage, Pondview and Joleen House) with psychiatric and psychotherapeutic services attached. We are directly set up to enable the most vulnerable children and young people to achieve their full potential. A whole range of methods are involved in this process including psychotherapy with an external consultant, play therapy provided by our in house Play Therapist as well as behavioural methods and liaison with external education facilities and schools. Ultimately, external professionals work closely with the staff team to inform each other's practice and provide successful outcomes. Children usually remain with us for around 2 years before they are able to successfully move on. Where children and young people are unable or opposed to moving into a family they are able to move to Yew Tree Cottage which is fundamentally set up to enable young people to live, with support, within the wider community in a semi independent setting.

Calcot Services for Children create therapeutic, family style homes centred on the needs of each individual child, the needs of the group as a whole with full regard to race, culture and ethnic background. We believe that how children develop within the home environment – that living and learning together – are as important as more formal treatment and that the two are closely integrated and inform each other. We are committed to employing staff who value others and are able to demonstrate the qualities described in the person specifications and can ultimately provide a therapeutic environment. These qualities are the ability to celebrate diversity, compassion, warmth, honesty, commitment, knowledge, experience, humour, empathy, respect for others, discretion, professionalism and genuineness.

4. Ethos

A Time to Heal

We pride ourselves on having created a unique ethos which is practised throughout our communities and which forms the basis for our person specifications qualities. These are warmth, genuineness, honesty and commitment, experience, knowledge, compassion, the ability to celebrate diversity, humour, empathy and respect for others.

This translates itself within our homes to warm, caring people (members of staff) who are able to give time, patience and unconditional care to the children and young people they care for and who diligently embrace all aspects of their work. This in turn translates as a group of staff who value clean, tidy and cosy surroundings, who are adept at creating a family atmosphere, for example wearing slippers, and who are able to safely enter the chills or young person's world so that children and young people in turn feel safe, valued and well cared for. We are able to maintain our homes free of any jargon so that when children and young people move on with their futures they fit more confidently and easily into their chosen lifestyle.

Finally we believe that children and young people who have had confusing, traumatic and tumultuous experiences value structure, containment, peace and practical care as well as a place and time to heal.

5. Person Specification

THE ABILITY TO CELEBRATE DIVERSITY

COMPASSION

WARMTH

HONESTY

COMMITMENT

KNOWLEDGE

EXPERIENCE

LOYALTY

HUMOUR

EMPATHY

INTEGRITY

RESPECT FOR OTHERS

DISCRETION

PROFESSIONALISM

GENUINENESS

THE ABILITY TO APPLY ANTI OPPRESSIVE PRACTICES IN ALL AREAS

Application Form

PRIVATE & CONFIDENTIAL

Please attach a recent photograph here

Return this form to: **Calcot Services for Children Ltd**
42 Bath Road, Calcot Row, Calcot,
Reading, Berkshire RG31 7QJ

POSITION APPLIED FOR _____

Title:

Schools

Qualifications gained

Surname:

Any previous names known by:

Forename(s):

Date of Birth:

Home Address:

Postcode:

E-mail address:

NI No:

Visa No (if applicable):

Please note that we reserve the right to contact the Home Office to seek clarification on the status and requirements of any visa supplied at interview stage.

Tel. Nos (please include code): (Home) (Work) (Mobile)	<table border="0"> <tr> <td data-bbox="815 194 1134 389">College/university</td> <td data-bbox="1134 194 1495 389">Qualifications gained</td> </tr> </table>	College/university	Qualifications gained
College/university	Qualifications gained		
Current driving license? Y N Groups: Expiry Date:			
Details of Endorsement: 	Do you consent to CSfC Ltd contacting your college/university to verify your qualifications? Y N		
Are there any restrictions on you taking up work in the UK? Y N (If yes please provide details)	Other training courses attended relevant to the post to which you are applying for		
GSCC Registration Number (if applicable):			

OTHER EMPLOYMENT

Please note any other employment, volunteer work, further education you would wish to continue with if you were to be successful in obtaining this position.

LEISURE

Please note here your leisure interests, sports and hobbies, or other pastimes, etc.

REFERENCES

Please provide details of three referees who can provide information relating to your competency in a caring role, one of whom must be your present or most recent employer. If you are a student, please give an academic referee. If you are applying for a post which requires unsupervised access to children/vulnerable adults, the company reserves the right to approach any past employer for a reference and can retract an offer of employment subject to unsatisfactory references.

1.	Name:	Position:
	Organisation:	
	Address:	
	Postcode:	
	Landline Tel No.	May the company approach the above prior to interview Y N

2	Name:	Position:
	Organisation:	
	Address:	
	Postcode:	
	Landline Tel No.	May the company approach the above prior to interview Y N

3	Name:	Position:
	Organisation:	
	Address:	
	Postcode:	
	Landline Tel No.	May the company approach the above prior to interview Y N

GENERAL COMMENTS

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post.

Please continue on a separate page if necessary

CAUTIONS, REHABILITATION AND CRIMINAL RECORDS

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 **must be disclosed**, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

In addition **you are required** to submit to a Criminal Records Bureau check. Any disclosure made by the CRB/SCRO will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? **Y** **N**

If YES, please give details

SPECIAL REQUIREMENTS (CARE SECTOR)

Because this position involves the care of children and/or vulnerable adults employment is dependent on the following:

- 1) Your written consent to obtaining an Enhanced disclosure certificate from the Criminal Records Bureau or an approved umbrella body. This will include checks of POVA and POCA records.
- 2) Such disclosure being acceptable to the company.
- 3) Proof of identity – birth or marriage certificate (where appropriate) and passport (if available), utility bill to confirm current home address.
- 4) Three satisfactory written references and three satisfactory verbal references.
- 5) That you will supply a photograph of yourself for retention in your records.
- 6) Evidence of physical or mental suitability for your work.

HEALTH DETAILS

If the answer is yes to any of the questions in this section, please give full details in the space provided of the dates, duration and outcome of the illness or condition. If we have any concerns about your fitness for work employment will be subject to satisfactory medical reports.

Have you ever had:	Please select/circle	Additional Information to "Yes" response
Tuberculosis, asthma, bronchitis or chest problems?	Y N	
Chest pain, heart condition or raised blood pressure?	Y N	
Blackouts, fits or attacks of giddiness?	Y N	
Depression, mental illness or nervous breakdown?	Y N	
Rheumatism or arthritis?	Y N	
Back trouble?	Y N	
Typhoid, paratyphoid or other gland trouble?	Y N	
Digestive or bowel disease?	Y N	
Diabetes, thyroid or other gland trouble?	Y N	
Bladder or kidney trouble?	Y N	
Dermatitis or skin trouble?	Y N	
Varicose veins?	Y N	
Any other accident, operation or illness?	Y N	
Have you any reason to believe you may be infected with any communicable disease?	Y N	
Any other current or recent medical condition or treatment which might affect your attendance or performance at work?	Y N	
Do you intend to work night duties on a regular basis?	Y N	
Any illness or medical condition that prevented you from attending work on your normal duties or activities for more than one week during the past year?	Y N	
Any physical impairments, including defect of sight or hearing? If yes, please specify any special needs in relation to your disability.	Y N	
Do you smoke?	Y N	
How many units of alcohol do you drink per week?	(one unit = ½ pint beer = 1 glass wine = 1 single whisky)	

Declaration *(Please read carefully before signing this application)*

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves right the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for an enhanced disclosure. I also agree that the company may apply to my previous employers for references. I understand that should I fail to do so, or should the disclosure or reference not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.

Name: _____

Signed: _____

Date: _____

7. Policy on the Recruitment of Ex-offenders

CSfC is working to create equal access to opportunities for paid employment while continuing to base selection and promotion solely on ability to meet the requirements of the post. This is irrespective of race, colour, ethnic and national origins, religion, disability, gender, sexuality, age, and marital status, responsibility for dependants, economic status, political values or offending background.

With some expectations, having a criminal record will not necessarily bar an individual from working within our company. This will depend on the nature of the position sought and the circumstances and background of the offences.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, CSfC complies fully with the CRB Code of Practice and undertakes to treat all applicants fairly.

As part of the recruitment and selection process at CSfC applicants are asked to provide details of their criminal record at an early stage on the disclosure form. CSfC guarantee that only senior staff members will see this information, as part of our confidentiality policy.

We ensure that those involved in the recruitment and selection processes have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to employment of ex offenders, e.g. Rehabilitation of Offenders Act 1974 (ROA).

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.

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

Please note that failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

CSfC

August 2011

7. Declaration of convictions

STRICTLY CONFIDENTIAL

DECLARATION OF CONVICTIONS (REHABILITATION OF OFFENDERS ACT 1974)

EXEMPTED POSITIONS

Please note carefully the following information:

The position for which you are applying involves substantial access to young people. It is therefore exempt from section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Exceptions Order, and you are required to declare any convictions, cautions or bindovers you may have even if they would otherwise be regarded as "spent" under this Act. The information you give will be treated in confidence and will only be taken into account in relation to this application.

In answering the following question you must disclose details of all convictions and cautions, including "spent" convictions.

Have you ever been convicted of a criminal offence? Y N

If YES, please give below details of all convictions and cautions, including "spent" convictions and cautions.

Under Government regulations CSfC is able (with your consent) to access records of criminal convictions. In the event of an offer of employment your written permission will be sought for this check to be undertaken with the Criminal Records Bureau and you will be required to complete a Standard or Enhanced Disclosure Application Form. **If you do not give your permission for this check to be undertaken then it will not be possible to consider your application further.** As part of its checking procedure the Bureau will also check registers of persons found to be unsuitable to work with children and young people, which are maintained by the Department of Health and Department of Education and Skills.

NAME _____

SIGNATURE _____ DATE _____

9. Declaration involving disqualification for Caring for Children Regulations 1991

Disqualification For Caring for Children Regulations 1991; Children (Protection from Offenders), (Miscellaneous Amendments) Regulations 1997 (England and Wales)

The post you have enquired about is covered by the above regulations that set out circumstances (see 1 to 5 overleaf) in which an individual is disqualified from working in a post caring for young people/young people in the following areas:

- Voluntary and registered children's homes
- Day care of children under the age of 8
- Private fostering, child minding and day care

You are therefore asked to complete this declaration to confirm that you are not disqualified, and to return it to the address shown at the beginning of this pack with your completed application form.

Regrettably, if you are unable to respond positively to the questions CSfC will be unable to proceed with your application and you therefore need not return the documentation.

If you have any queries on this process please contact the Head of Care at CSfC at the address at the beginning of this pack.

Declaration by job applicant

Disqualification for Caring for Children Regulations 1991; Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997 (England and Wales)

I, the undersigned, do hereby declare that:

1. I have never been concerned with a voluntary or registered home which has been removed from the register; and
2. I have never made an application for registration of a voluntary or registered home which has been refused; and
3. I have never been prohibited from being a private foster parent or been refused registration to be a child minder or provider of day care or had such registration cancelled; and
4. I have never had a child who has been the subject of a Care Order, or where an order has been made (under any UK legislation) with the purpose of removing that child from my care, or of preventing that child from living with me; and
5. I have never had a conviction for any offence involving a child (including convictions for indecent photographs of children), any sexual offence, or any offence of violence.

I give my consent for any necessary enquiries to be made to verify the above declaration.

The information on this form is correct and complete to the best of my knowledge and belief.

Signed _____ Date _____

Name in block capitals _____

Post applied for _____

10. Criminal Record Disclosure Information

All positions within CSfC are subject to a satisfactory Criminal Record Disclosure. Below is some information on disclosures and the two types.

A **Disclosure** is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions. Disclosures are provided by the Criminal Records Bureau (CRB), an executive agency of the home office.

You will be asked to complete or obtain the following Disclosure:

Enhanced Disclosures – contain details of all convictions on record (including 'spent' convictions i.e. those that happened some time ago and normally no longer need to be revealed as specified in the ROA 1974) details of any cautions, reprimands or warnings. For positions involving 'working with young people' also giving information contained on a government department list of people considered unsuitable to work with young people.

Enhanced disclosures are for posts involving greater contact with young people. All Enhanced Disclosures involve an extra level of checking with local Police force records in addition to checks on the Police National Computer and the government department lists.

You will be sent directly the results of your check by the CRB and this will be copied to CSfC.

The Disclosure of a criminal record will not debar you from appointment unless the Employer has considered carefully the following factors and determine that the conviction renders you unsuitable for appointment. The factors to be taken into account are:

- The responsibilities of the position,
- The vulnerability of children/young people supported,
- The nature of the offence(s),
- The number and pattern of the offence(s)
- How long ago the offence(s) occurred,
- The age of the offender when the offence(s) occurred.

Information received from the CRB will be kept in strict confidence. Once a recruitment (or other relevant) decision have been made, CSfC do not keep disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

A copy of the CRB's Code of Practice is available on site at CSfC.