



The Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.



Returning Your Application Form

Please return your completed Application Form to:

Human Resources Department
Seashell Trust
Stanley Road
Cheadle Hulme
Cheshire
SK8 6RQ

Tel: 0161 610 0123 (Human Resources)
 Tel: 0161 610 0100 (Main Switchboard)
 E-mail: recruitment@seashelltrust.org.uk
 Website: www.seashelltrust.org.uk

Patron:
 Her Majesty the Queen

Honorary Patron:
 The Rt. Hon. The Lord Morris of Manchester AO QSO

Presidents:
 The Lord Davies of Coity CBE,
 The Baroness Henig CBE, Warren Smith JP

Chairman:
 Tony Snape

Principal and Chief Executive:
 Mark Geraghty



Applicant Brochure



Communication for Life

Registered charity no. 1092655





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Application Form

Read through the application form carefully before you write anything to make sure you are clear about what is being asked. Please note we only accept application forms, not curriculum vitae (CVs). If your application form is not fully completed or is marked "see CV" it will not be considered for shortlisting.

Please refer to the Job Description and Person Specification when completing the application form matching your skills and experience with the essential and desirable criteria specified. Other than your Personal Statement, which may be typed and enclosed separately, the application form should be completed in your own handwriting, using *black ink*. **If you are unable to do this, please contact the Human Resources Department for advice on 0161 610 0123.**

Any gaps in employment/education must be explained on the form or on a separate A4 sheet of paper. Disabled candidates who meet the minimum criteria on the person specification will be guaranteed an interview.

Internal applicants must also complete an application form when applying for positions.

Shortlisting

If you have been shortlisted, we will normally contact you within 21 days of the specified closing date for the position you have applied for. If you do not hear from us within this time, please assume you have not been selected on this occasion.

Please contact a member of the Human Resources Department if you wish to check on the status of your application.



References

If you have been shortlisted for interview, we will contact the referees you have provided on your application form prior to your interview unless you have specifically indicated on the form that you do not wish us to approach your current employer at this stage.

References from your spouse/partner or relative are not acceptable, and two referees from the same employer will only be counted as one reference. The Charity reserves the right, where it is deemed necessary, to take up references in respect of any previous employers, paid or unpaid.

Any offer of employment will be subject to three satisfactory references, one of which must be your present or most recent employer. Please provide their business contact details on the application form including telephone numbers. If you have not worked in paid employment, you may provide the name and address of anyone who knows you well and who will be able to confirm the information you have provided and comment on your suitability for the position, for example a tutor at school, college or university.

Internal candidates should give their line manager as a first referee giving their work address.



Interview Process

Your interview will be conducted by a panel of 2/3 people and you will be asked a set of standard questions. However, the panel may ask further questions to clarify details on your application form or on the references provided by your referees.

On occasion, you may be asked to complete a case study/skills assessment. This only forms part of the interview process.

We will make every effort to support you during the interview process.

Please contact the Human Resources Department if you have any special requirements on 0161 610 0123.

You will be asked to provide the following information at interview:

- Relevant qualification certificates or appropriate documentary evidence of training courses attended
- Proof of identity
- Proof of current address

Further information will be sent out at the interview stage.

Criminal Records Bureau (CRB)

Employment with the Charity will bring you into contact with children and vulnerable young people and adults. Any offer of employment will be subject to a satisfactory Enhanced CRB Disclosure.

As the Charity uses the CRB service to help assess the suitability of candidates for positions of trust, we are recipients of Disclosure Information and must comply fully with the CRB Code of Practice including the correct handling and safekeeping of Disclosure Information.

Independent Safeguarding Authority (ISA) Registration

Any offer of employment is subject to satisfactory completion of ISA Registration (from July 2010). The ISA Registration cost is the responsibility of the applicant.

Further information on CRB and ISA please refer to www.crb.homeoffice.gov.uk

Occupational Health Questionnaire

Any offer of employment is subject to satisfactory medical clearance. To obtain medical clearance you will be provided with a medical health questionnaire for our Occupational Health Adviser to consider. Any information you give is confidential between you and our Adviser, who may need to write to your doctor for clarification.



Recruitment of Ex-Offenders

Having a criminal record may not necessarily prevent you from working for the Charity. Much will depend on the nature of the position on offer and the circumstances and background of your offence(s). We encourage all applicants called for interview to provide details of any criminal records (spent or unspent), reprimands, bind overs or cautions at an early stage in the application process. We request that this information is sent under separate, confidential cover, with your application form. We guarantee this information will only be seen by those who need to see it as part of the recruitment process. We ensure all those in the Charity who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, for example, the Rehabilitation of Offenders Act 1974. At interview, or in a separate discussion, we ensure 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 disclose information that is directly relevant to the position sought could lead to termination of your application and therefore an offer of employment would not be made.

Qualifications

You will need to provide proof of your qualifications (original certificates only) relevant for the position.

Right to Work in the United Kingdom

You will need to provide proof of your right to work in the United Kingdom.

Data Protection Act 1998

The information provided within this application may be used for

statistical analysis and to obtain references from past and current employers. The information will only be used by the Human Resources Department at the recruitment stage in the processing of applications. Unsuccessful applications will be destroyed after six months.

Equal Opportunities and Diversity

The Charity is committed to providing an environment in which employees are able to realise their full potential and to contribute to its business success irrespective of gender, race, disability, sexual orientation, marital status, part-time status, age, religion and belief.

The Charity values the differences that a diverse workforce brings. This is a key employment value to which all employees are expected to give their support.

The Charity is committed to identifying and eliminating unlawful discriminatory practices, procedures and attitudes throughout the working environment. The Charity expects employees to support this commitment and to assist in its realisation in all possible ways.

The Equality Monitoring Form will only be seen by staff in the Human Resources Department and the information contained will not be used in the selection process.

Dignity at Work

The Charity is committed to creating a working environment free of harassment and bullying, where everyone is treated with dignity and respect.

Offer of Employment



If you are successful at interview stage you will be contacted and notified that you are progressing to the next stage of our recruitment process. This next stage will include the four pre-employment checks and all offers of employment are subject to successful completion of these checks:-

- Three satisfactory references
- Satisfactory medical clearance
- Satisfactory Enhanced CRB Disclosure
- ISA Registration (from July 2010)

Once all the pre-employment checks are completed with a satisfactory outcome, you will then receive a formal offer letter and start date from the Charity.

NB: Enhanced CRB Disclosures can take up to 12 weeks to be returned by the CRB.





Positive About Disabled People

The Seashell Trust is committed to employing disabled people and we are an accredited user of the two-tick symbol. This means we adhere to the five commitments regarding recruitment, training, retention, consultation and disability awareness.



INVESTOR IN PEOPLE

Investors in People

The Charity is committed to investing in its workforce.

The Investors in People Standard is a national quality standard which sets a level of good practice for improving the Charity's performance through its people. It provides a framework for improving organisational performance and competitiveness through a planned approach to setting and communicating business objectives and developing people to meet these objectives.

The Standard is based on three key principles:

- Developing strategies to improve the performance of the Charity
- Taking action to improve the performance of the Charity
- Evaluation of the impact on the performance of the Charity

Protection of Vulnerable Adults and Children

Vulnerable adults and children are those who may be in need of care services by reason of mental or other disability, age or illness and who may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

Our service users are vulnerable adults and children, and are therefore entitled to protection against abuse, including all forms of harm or exploitation.

The Charity is committed to protecting our service users against all forms of abuse. Employees of the Charity have a responsibility toward our service users to ensure that, as vulnerable adults or children, they are protected from abuse.

Abuse is a violation of a service user's human and civil rights by another person and may consist of a single act or multiple acts. As well as physical and psychological abuse, acts of neglect or an

omission to act may amount to abuse. Abuse may also occur when a service user is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent.

When supporting our service users, employees must remain vigilant at all times of the risk to our service users of abusive behaviour from different sources including members of the service user's family, other service users, employees and in different situations.

If an employee believes a service user has been subjected to abuse, he or she should refer the circumstances to his or her line manager (or another manager if appropriate), in accordance with the Charity's Doing the Right Thing – Public Interest Disclosure Policy and Procedure ("Whistleblowing") for full investigation.

If the alleged perpetrator of abuse is another employee, the circumstances will be investigated fully under the Charity's Disciplinary Procedure.

If, following full investigation of the circumstances, the Charity determines that the perpetrator should be dismissed from the Charity, the employee's details will be referred to the Independent Safeguarding Authority.

If you have any queries regarding any information provided in this recruitment pack, please contact a member of the Human Resources Department on 0161 610 0123.

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