

ROCHDALE PETRUS COMMUNITY

(CYRENIANS)

For women and men in housing need

Please reply to: Craig Lee House, 25 Church Lane, ROCHDALE OL16 1NR
Tel:01706 345844 Fax: 01706 713151

Rochdale Petrus Community accepts the emphasis of CHAR and Homes for Homeless People on the importance of equal opportunities.

We will endeavour to offer equal opportunities to all as an employer in our services and in our management, and will endeavour not to treat anyone less favourably because of colour, religion, ethnic or national origin, disability, sex, sexuality, marital status, age or responsibility for dependants.

RELIEF STAFF APPLICATION FORM

Please complete every section of this form as fully as possible

FULL NAME

ADDRESS TEL NO: HOME

..... WORK

.....

POSTCODE

E-MAIL ADDRESS.....

Please return the completed application form to:

DEPUTY CO-ORDINATOR
ROCHDALE PETRUS COMMUNITY
CRAIG LEE HOUSE
25 CHURCH LANE
ROCHDALE
OL16 1NR

Registered Office: Craig Lee House, 25 Church Lane, Rochdale OL16 1NR. Tel: (01706) 345844

Fax: (01706) 713151 Email: petrus@petrus.org.uk

A LIMITED COMPANY FOR CHARITABLE PURPOSES.

Director: L Robinson. Registered Charity Number: 510904. Limited Company Number: 1523836 (Registered in Cardiff)



INVESTOR IN PEOPLE

EMPLOYMENT

CURRENT OR MOST RECENT EMPLOYMENT

If you are not currently employed please give details of your most recent employment. If you have just left education or have not yet been employed before please use pages 5 & 6 to explain how you meet the requirements in the Person Specification.

Job Title: _____ Start date in current job: _____

Name and Address of employer: _____

Start date with employer: _____ How much notice do you have to give? _____

Hours worked per week _____ Salary _____

Brief description of duties:

PREVIOUS EMPLOYMENT (most recent first)

Dates	Employer's name and address	Job title, state full time/part time main activities and responsibilities	Reason for leaving

PREVIOUS EMPLOYMENT CONTINUED (most recent first)

Dates		Employer's name and address	Job title, state full time/part time main activities and responsibilities	Reason for leaving
From	To			
Unpaid/Voluntary Work (most recent first)				

EDUCATION AND QUALIFICATIONS

SECONDARY EDUCATION		
Exams passed	Date passed	Grade attained

HIGHER/FURTHER EDUCATION		
Exams passed	Date passed	Grade attained

RELEVANT TRAINING COURSES/PROGRAMMES ATTENDED	
Title of course	Date attended

PROFESSIONAL BODIES
<p>Please give details of any professional bodies or guild or craft association to which you belong. (Please state the status of your membership, eg Associate, Member, Student, Fellow, etc and the date that you were admitted to the body)</p>

Please state as fully as possible what are your reasons for applying for relief work with Petrus.

Please state any specific skills or interests that you have that you feel could be used in the role as relief worker.

Please state any particular projects within Petrus that you would like to undertake work on a relief basis:

Please include as much detail as possible that relates to how and why you think you would be a good relief worker at Petrus (Include details of any previous voluntary work or paid work that you have undertaken.
Continue on a separate sheet if required)

REFERENCES

We require the names and contact details of two people who are able to comment on your suitability to become a relief worker with Petrus.

(One referee should be your present employer or your most recent employer).

Referee 1

NAME:

ADDRESS:

TELEPHONE NO:

Capacity in which they are known to you _____

Referee 2

NAME:

ADDRESS:

TELEPHONE NO:

Capacity in which they are known to you _____

PLEASE SPECIFY WHAT DAYS YOU ARE UNABLE TO WORK?

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?

(Please answer 'Yes' or 'No'):

Please note that disclosure of criminal convictions will not prevent your application from being taken seriously.

IMPORTANT: Please refer to notice below.

CONVICTIONS AND SPENT CONVICTIONS OF A CRIMINAL NATURE.

Notice to Applicants: 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 Rehabilitation of Offenders 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by this Authority. The fact that conviction(s) have been recorded against you will not necessarily debar you from consideration from this appointment.

You must, therefore, answer the question on the application form: "Have you ever been convicted of a criminal offence?" (Please answer 'Yes' or 'No'). **If the answer is 'Yes', you must give details which may, if you wish be enclosed in a separate, sealed letter marked 'Confidential' and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for which the Order applies.** The object of this notice is not, in any way, to reflect upon the applicant's integrity, but is necessary to protect Petrus and its clients.

A copy of this notice will be sent to your referees.

Notice to Referees: The above notice has been given to the applicant who has given your name as a Referee. The effect of the exemption mentioned in the notice is to make it possible for you to reveal any information that you may have concerning convictions which would otherwise be considered 'spent', in relation to this application and which you consider relevant to the applicant's suitability for employment. Any such information will be kept in strict confidence and used only in consideration of the suitability of this applicant for a position where such an exemption is appropriate.

SIGN.....

DATE.....