



GUIDANCE NOTES

**Please read these notes carefully
before you start to fill in the
Job application form.**

About Us

Rotherham Rise is a registered charity and company limited by guarantee that provides accommodation and/or support to women and their children who have experienced domestic violence and abuse.

RRise is governed by a board of directors who are elected at the organisation's annual general meeting.

RRise has been established since 1977. In 1997 a need was identified to modernise the provision to enable the delivery of a professional and quality service therefore the difficult and brave decision was made to close down the existing refuge and realign the organisation with the policies and strategies developing nationally.

In 1999 a new refuge was opened, providing short-term accommodation for up to four families. Initially the refuge was supported by a manager and a refuge worker. An early priority was identified to secure funding to employ a children's worker to work with children of the women who were staying at the refuge. In 2000 a children's worker was employed. Soon after a volunteer service was developed providing much needed additional support.

During 2002/03 the service rapidly grew due to the availability of new Government funding (Supporting People). This funding allowed the refuge for the first time to make plans for expansion and recruit additional support staff. In April 2005 RWR opened 10 newly furnished units of accommodation, managed on behalf of Chevin Housing Association and developed an Outreach Service. RRise is now recognised locally as a quality provider of accommodation and support.

RRise's funding is derived mainly from the core government fund, Supporting People and other short-term statutory targeted grants, as well as annually agreed small grants from the Local Authority. The remaining funding is made up from donations and income generating activity.

While RRise is based in the Rotherham area it accepts referrals from across the UK and Ireland and supports those women and children and young people to access refuge and/or settle in the Rotherham area.

RRise links locally with Rotherham Domestic Violence Forum, regionally with the network of domestic violence service providers and nationally through the Women's Aid Federation of England.

Employee Benefits

- ◆ Supportive environment
- ◆ 7% voluntary contribution pension scheme (under review)
- ◆ Paid membership to Westfield Health Scheme
- ◆ Training and development opportunities
- ◆ Flexible working

Smoking At Work

We have a duty to provide a safe working environment. We recognise that both smoking and passive smoking can damage people's health so we have a no-smoking policy in all our workplaces.

Applying for a job with us

The application form is the first step in the process we use to choose employees. It plays an important part in deciding whether or not we invite you to come for the selection process. Our decision on who to invite will be based on the information you give on your application form which we will compare with the person specification. If a lot of people meet the essential short listing requirements of the person specification, we may use other assessment methods such as tests or other desirable requirements listed on the specification.

We do not make any assumptions about you or your abilities. If you do not tell us we will not know.

Before you start

- ◆ Read all the information first to make sure that the job and the conditions are suitable for you.
- ◆ Please use extra sheets if you need to.
- ◆ Check the closing date and allow time for your application form to reach us. We will not normally consider application forms we receive after the closing date.

Completing the application form

General pointers

- ◆ Read the application form carefully before you write anything it may help to make some rough notes so you can organise your thoughts.
- ◆ Please write or type your application in black ink so we can photocopy it if necessary.
- ◆ Fill in all the parts of the application form, if some parts do not apply to you write N/A (not applicable) in the space provided.
- ◆ Use extra sheets if you need more space for your information. Don't forget to put your name on each sheet. Remember that it is quality that counts, not quantity.
- ◆ It is a good idea to keep a copy of your finished application form.
- ◆ Your application form should be geared to the job you are applying for - don't send the same one for different jobs, unless it is suitable.
- ◆ Make sure the information you give us is clear precise and easy to understand.
- ◆ If you are an internal applicant you must not take it for granted that the short listing panel will know your details. You must make sure that you give full details on your application form.
- ◆ We will not consider CVs so please do not send these.

The application form

Section 1 - Job details

Please indicate the title of the job you are applying for and the closing date - this information can be found in the job advert and the job description.

Section 2 - Personal details

Please include all your details so we can if necessary contact you to arrange attendance at the selection process. Also enter your National Insurance number. We will need to see proof of this prior to appointment.

Section 3 - Education and training

If we ask for a qualification in the person specification make sure that you give us all the information we ask for, e.g. grades, level and length of qualification/study. We will need to see the original certificates held by the successful applicant, prior to appointment, or proof from the examining body. You can also include any other qualifications you consider relevant to your application.

Professional and Technical organisations - please provide details of any organisations that you are a member of which you feel are relevant to your application again we may ask to see your membership documents.

Other training - include any short courses, seminars or workplace training you have done that you feel are relevant to your application. Indicate the length of course/training.

Section 4 - Employment history

Enter the names and addresses of **all** your employers both past and present. Start with your most recent or current employment. Don't forget work experience and voluntary or unpaid work. If there are any gaps in dates, please tell us why, for example, if you were unemployed.

Section 5 - References

You need to give details of two people (not relatives) to act as referees. If you have worked before or are currently working, one referee **must** be your present or last employer. If you are a student, your referee should be your college tutor. Your work referees should be people who know about your experience, skills and abilities, and have acted as your direct line manager. We may also need to get references from any of your past employers and may follow up written references over the phone. We will contact references prior to appointment.

Please note that as well as asking your referee for their comments on your experience, skills, abilities and so on, we will also ask for details about your recent sickness, absence and current disciplinary record.

Section 6 - Skills and experience

Using the person specification, explain how your experience, skills, knowledge and personal qualities meet the requirements of the job. It is not enough just to say that you are able to do the job, give examples of how you have used your skills and experience, showing results.

Use extra sheets if you need to but do remember quality not quantity.

Section 7 - Criminal convictions

Having a criminal record will not necessarily bar you from working for us as we do not discriminate against ex-offenders. We will only take account of previous convictions if the nature of the offence is relevant to the type of work you would be doing. In your application tell us about any 'unspent' convictions you may have as defined in the Rehabilitation of Offenders Act 1974. All Rotherham Rise employees who are involved in the recruitment process have been suitably trained to identify and assess relevance and circumstances of offences.

If successful at the selection stage, we will conditionally offer you the post whilst we complete the necessary checks to determine your suitability for the post. This can include contacting the Criminal Records Bureau (DBS) Disclosure service and/or Police, ISA or other government approved agency in respect of safeguarding vulnerable people. Failure to consent to such checks will result in any offer of employment being withdrawn.

If details given in your application or from the disclosure indicate any offences that are cause for concern we will discuss this in detail with you either at interview or in a separate discussion. The outcome of this discussion may result in us not progressing your application any further or withdrawing a conditional offer of employment.

You need to be aware of the Criminal Records Bureau Code of Practice. This is available from www.disclosure.gov.uk

If you would like advice or guidance regarding a conviction please telephone the Service Manager on 0330 2020 571.

Failure to declare a conviction, caution or pending police action which later comes to light could result in dismissal.

Section 8 - Further information

- ◆ The Asylum and immigration act 1996 requires all employers in UK to make basic document checks on every person they intend to employ to ensure they are eligible to work in the UK. We will need to see proof of your National Insurance number and a passport or birth certificate.
- ◆ If you are not able to produce these documents there are alternative documents we can look at which prove that you are eligible to work in the UK. Contact the Service Manager on 0330 2020 571.

Section 8continued

- ◆ You must not try and get support from, or try to influence, any directors or senior employee of RRise. This action will disqualify your application.
- ◆ We need to know if you are related to a Director or senior RRise employee, so please fill in this section of the application form.
- ◆ If the post requires a driver we will need to see evidence of your driving licence, vehicle and business insurance prior to appointment. Any position requiring a driver will need to have a vehicle appropriate to carry passengers ie car, minibus.
- ◆ We will make all efforts to accommodate a person with a disability if successful at recruitment; however we need to be aware of any special requirements or adjustments needed in order to complete a full risk and needs assessment prior to appointment.

Section 9 - Declaration

Finally sign the form to:

- ◆ Agree to us storing and using your personal information for this recruitment exercise.
- ◆ Consent to RRise conducting appropriate checks relevant to safeguarding vulnerable adults, children and young people.
- ◆ Confirm all details supplied in the form are correct. (Applications sent electronically will be signed at interview)

Please return your application form on time to the address shown in the letter within your application pack.

What happens next?

We will contact you shortly after the closing date if we want you to come to the selection process. However, if you don't hear from us within 15 working days of the closing date, please assume that you were not successful this time. We hope an unsuccessful application will not stop you from applying for another job with us in the future.

Equal Opportunities

We are committed to working towards equal opportunities and aim to make sure that everyone is treated fairly no matter what their: age, marital status, disability, ethnicity, sexuality.

No-one will be placed at a disadvantage by conditions or requirements which are not necessary.

Monitoring

We want to make sure that our equal opportunities policy is working so we need you to complete the equal opportunities monitoring form. We hope you don't mind us asking for this personal information but we have a responsibility to monitor information on equal opportunities. Please note that the sort listing and interview panel **do not** see this information.

Please tell us if you consider yourself to be disabled. We recognise and welcome our responsibility to remove any barriers in our recruitment process for disabled applicants.

Data Protection

We will only use the information on your application form for our recruitment and selection process, and also to check the effectiveness of this process. As we will be able to identify you from the personal details you have given us, we will treat this information as confidential.

If you are unsuccessful, we will confidentially destroy your application form within six months of the date the post was filled.

Complaints procedure

You have the right to complain if you feel that you have been unfairly discriminated against in any stage of the recruitment and selection process because of your sex, marital status, age, race, disability, sexuality or religion, or if you feel that we have not dealt with your application fairly. You should first contact the Service Manager on 0330 2020 571 who will look into the matter for you. All enquiries will be dealt with in confidence.

If you still feel that you have a cause for complaint, you may use our complaints procedure. You can make a complaint in person, over the phone or in writing.

Thank you for applying and good luck!