**Please send completed forms in BLACK INK OR TYPESCRIPT by the published closing date to:**

🖂 By post: Human Resources, 29 Peckham Road, SE5 8UA

🖰 By email**:** [recruitment@thamesreach.org.uk](mailto:recruitment@thamesreach.org.uk)

Applications received after the closing date will not be considered. CV’s will not be accepted.

**Please contact us if you need the application form in an alternative format**

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| **A.** |  | **POSITION** |

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| **Post applied for:** | RELIEF WORKER | **Job Reference:** |  |

Please state which service and location you would like to work at:

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| **Floating Support** |  | **Hostels** |  | **Outreach** |  | **Supported Housing** |  | **Employment & Resettlement** |  |

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| **South East** |  | **South West** |  | **North London** |  | **East London** |  | **Any London area** |  |

Please complete this form fully, accurately and legibly. Use 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.**

Thames Reach operates a ‘Blind-shortlisting’ process. This means that the following sections are removed from your application form before being seen by the shortlisting panel: Section A, B, C, D, E, F, L, M and N.

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| **B.** |  | **PERSONAL DETAILS** |  |

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| Title: | First name: | Surname: |
| Home Address:  Post code: | | Home Telephone: |
| Work Telephone: |
| Mobile: |
| Email: |

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| **C.** |  | **HOMELESS EXPERIENCE** |

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| From | To | Name of hostel or supported housing project / if rough sleeping indicate where / if a resettlement or TST client please provide details. | Contact name, address, email and telephone number of key worker/ hostel manager/ outreach worker |
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**Thames Reach welcomes and accepts applications from all sections of the community, especially those with a personal history of homelessness.**

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| **D.** |  | **EXPERIENCE & TRAINING** |  | Thames Reach normally applies a practice of detaching the name of the education or training provider from the application form on receipt before shortlisting candidates. In this section, please enter the Name of the education provider. The course details should be listed in Section G, under the same identifying letter. |

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|  | Dates | | Education or Training Provider |
|  | From | To |
| **A.** |  |  |  |
| **B.** |  |  |  |
| **C.** |  |  |  |
| **D.** |  |  |  |
| **E.** |  |  |  |

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| **E.** |  | **GUARANTEED INTERVIEW SCHEME** |

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| The Equality Act 2010 protects disabled people. The Act defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on their ability to carry out normal day-to-day activities.  **Guaranteed Interview Scheme**:  As part of our commitments under the Disability Two Ticks Symbol, Thames Reach operates a guaranteed interview scheme. Candidates with a disability who meet the minimum criteria set out in the person specification will be offered an interview. The following information is needed to ensure that interviews are offered to eligible candidates. | |
| Do you consider yourself disabled under the Equality Act and wish to be to be considered for the Guaranteed Interview Scheme? Yes  No  If you are offered an interview, you will be contacted to confirm any additional arrangements which may be required for you to attend. | [Disability two ticks accreditation](http://www.thamesreach.org.uk/careers/equality-and-diversity/disability-two-ticks-accreditation/) |

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| **F.** |  | **DECLARATION AND DATA PROTECTION** |

By signing and/ or returning this application form, I confirm that the information supplied both by me and third parties, such as referees, to Thames Reach 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.

**DATA PROTECTION:** Thames Reach 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 Thames Reach holding, processing and disclosing your personal information (including sensitive personal data within the meaning of the Act) for the purposes of efficiently administering Thames Reach’s business. Personal data will only be disclosed to third parties, unless required by law, with the consent of the individual concerned.

**SIGNATURE …….……………………………………………. DATE………….………………………….......**

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| **G.** |  | **EXPERIENCE & TRAINING** |  | Thames Reach normally applies a practice of detaching the name of the education or training provider from the application form on receipt before shortlisting candidates. Please enter the qualification and grade below against the same identifying letter in section D. |

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|  | Dates | | Qualification and Grades Obtained (if applicable) |
|  | From | To |
| **A.** |  |  |  |
| **B.** |  |  |  |
| **C.** |  |  |  |
| **D.** |  |  |  |
| **E.** |  |  |  |

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| **H.** |  | **GAPS IN WORK HISTORY** |  | Please use this space to account for any gaps in your work experience  or education. If this is due to homelessness please give details. |

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| **I.** |  | **WORK HISTORY** |  | Please list your work experience, both paid and unpaid, in date order starting with the most recent. **This information will also be used for referencing purposes.** |

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| **Current / Most recent employer (paid or unpaid) / volunteering/ experience** | | | | | | |
| Job Title: | |  | Organisation: | | |  |
| Dates of employment: | |  | Current salary: | | |  |
| Notice period: | |  | Reason for leaving | | |  |
| Position held and summary of main responsibilities | | | | | | |
|  | | | | | | |
| Line Manager **(We will not contact your current employer without consent)** | | | | | | |
| Name: |  | | | Position: |  | |
| Email: |  | | | Address: |  | |
| Telephone: |  | | |

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| **Previous employer(s) (paid or unpaid) / volunteering/ experience** | | | | | |
| Dates | | Organisation and Line Manager  To include:   * Line Manager name * Position * Email and business address * Telephone and mobile number   *We will not contact without consent* | Position held and summary of main responsibilities | Reason for leaving | |
| From  (month) | To  (year) |
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| **Please use additional sheet if required** | | | | | |

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| **J.** |  | **EXPERIENCE, SKILLS & KNOWLEDGE** |

**Demonstrating your skills, experience and knowledge:**

* You should read the role profile and address the required knowledge, skills and experience and **take into consideration the core competencies**.
* Use a maximum of 1 additional sheet, clearly labelling which item of the role profile you are continuing to address.
* Your application will only be assessed based on the information you provide.Therefore you need to **clearly demonstrate your capabilities for each criterion on the application form, utilising the role profile.**
* It is essential that you give clear and specific **evidence or examples based on the role profile and competencies** for each criterion. For example it is easy to say you have had to liaise with clients to identify and respond to their needs but it is more effective to give examples of how you have used these skills and what you have achieved
* If you have had experience of homelessness you can use this to provide examples of skills and experience relevant to each of the criteria
* Thames Reach look for people with potential, transferable skills, and the right attitude. If you are coming from a different background or sector, demonstrate how your skills are transferable to the post you are applying for and how these can benefit Thames Reach

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| **Criteria 1.** Strong record and good understanding of the issues involved in delivering effective support services to a range of vulnerable people. |
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| **Criteria 2.** An understanding of a range of approaches to case working including key working with service users and the implementation of different agendas, such as personalisation. |
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| **Criteria 3.** An understanding of homelessness and the impact on the lives of individuals and a depth of understanding of the needs and aspirations of homeless people which is based either on your own personal experience of being homeless or professional work or voluntary experience. |
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| **Criteria 4.** Knowledge, understanding or experience of working in a casework management system. |
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| **Criteria 5.** Ability to work independently using own initiative whilst remaining accountable to line management. |
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| **Criteria 6.** An understanding of the importance of supportive relationships and fulfilling lives, and especially sustainable work in developing resilience and preventing homelessness. |
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| **Criteria 7.** Excellent written and verbal communication skills with the potential to present information to a wide audience. |
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| **Criteria 8.** The ability to establish good working relationships with service users, colleagues, other stakeholders externally and to work well within a team. |
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| **Criteria 9.** Honesty, reliability and flexibility. |
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| **K.** |  | **SUPPORTING STATEMENT** |  | Please say why you are applying for this job. (Use a maximum of one continua**t**ion sheet, if necessary) |

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| **L.** |  | **REHABILITATION OF OFFENDERS ACT 1994** |

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| In accordance with the Rehabilitation of Offenders Act and the relevant Home Office and Disclosure & Barring Service Bureau guidance, **Thames Reach 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 Thames Reach’s Human Resources Department @ [recruitment@thamesreach.org.uk](mailto:recruitment@thamesreach.org.uk) .   * For all Thames Reach’s 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.  Confirmation in post will be subject to satisfactory Disclosure & Barring Service clearance. | | |
| **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 Human Resources Department: | | |
| **Conviction** | **Dates** | **Sentence (please indicate whether this is current or spent)** |
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| 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) | | |

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| **M.** |  | **APPLICATION GUIDELINES** |

**Please ensure that you:**

* Complete all sections of the form
* The application form is legible
* Clearly state the position you are applying for
* Provide all contact information for your current and previous work experience
* Any gaps in your employment history have been explained. If you have experienced any periods of homelessness, these are viewed by Thames Reach as a valuable experience.

**References**

* Your references cover the last 3 years including paid or unpaid work, education or keyworkers
* You must provide a minimum of 2 references covering the 3 years
* At least one referee should be your existing/most recent employer/key worker/education institution
* Personal references from friends or relatives will not be accepted.
* If there are gaps in your employment history (e.g. due to a period of homelessness or education) please provide contact details from the services you used to validate these gaps or from someone who has worked with you in a professional capacity e.g. key worker, hostel manager.

Thames Reach completes thorough pre-employment checks so please ensure that you are honest in your application form. Where qualifications are essential criteria for a post this will be stated in the Person Specification and proof of qualifications and membership of professional bodies will be requested when we take up references

* **Criminal records** will be taken into account for recruitment purposes only when the conviction(s) is relevant to the role. Having a conviction will not necessarily bar a candidate from employment; this will depend on the circumstances and background of the offence(s) in relation to the particular requirements of the job. If you are successful you should be aware that it is Thames Reach’s policy to apply for disclosures from the Disclosure & Barring Service for its employees in eligible posts.
* **Pre-employment checks** will be undertaken to ensure that all prospective employees are legally entitled to live and work in the United Kingdom before they start work. Any candidate selected for interview must provide documentary evidence which demonstrates that they qualify for employment under the Immigration, Asylum and Nationality Act 2006. A list of suitable identity documents will be provided to all applicants shortlisted for interview. Please note that in some circumstances we are able to consider sponsoring applicants to work in the UK.

**Please ensure you return your application in good time of the closing date – aim for at least, a couple of days before the deadline.** Applications received after the closing date will not normally be considered. We have limited resources and are unable to respond to all the applications we receive, therefore, if you have not heard from us within three weeks of the closing date then your application should be considered unsuccessful on this occasion

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| **N** |  | **Thames Reach Equality and Diversity Monitoring** | |
| **The information that you provide is treated in strict confidence and is kept and used for monitoring and statistical purposes only. Monitoring forms are separated from applications forms before shortlisting.** | | |

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| **Ethnicity –** please tick one box to signify which broad ethnic group or origin you describe yourself as. | | | | | | | |
| **A WHITE** | | | | **B MIXED** | | | |
| British | | ❑ |  | White & Black Caribbean | | ❑ |  |
| Irish | | ❑ |  | White & Black African | | ❑ |  |
| Other (please write in) | | ❑ | \_\_\_\_\_\_\_\_\_\_\_\_ | White & Asian | | ❑ |  |
|  | | | | Other(please write in) | | ❑ | \_\_\_\_\_\_\_\_\_\_\_ |
| **C ASIAN OR ASIAN BRITISH** | | | | **D BLACK OR BLACK BRITISH** | | | |
| Indian | | ❑ |  | Caribbean | | ❑ |  |
| Pakistani | | ❑ |  | African | | ❑ |  |
| Bangladeshi | | ❑ |  | Other (please write in) | | ❑ | \_\_\_\_\_\_\_\_\_\_\_ |
| Chinese | | ❑ |  |  | |  |  |
| Other (please write in) | | ❑ | \_\_\_\_\_\_\_\_\_\_\_\_ |  | |  |  |
| **E ANY OTHER ETHNIC BACKGROUND** | | | |  | | | |  | Other (please write in) |
| Any other background | | ❑ |  |  | |  |  |
| please write in | | ❑ | \_\_\_\_\_\_\_\_\_\_\_\_ |  | |  |  |
| **Gender and Age** | | | | | | | | |
| Gender | | Male  ❑ Female ❑ | | | | Date of birth: | | Age: |

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| **Disability** | | | |
| Do you consider yourself disabled as defined under the Equality Act 2010? | | Yes  ❑ No ❑ | |
| If yes, please provide details: | | | |
| Under the Guaranteed Interview Scheme, any disabled person who meets the minimum criteria of the person specification will be shortlisted for interview. Please complete section E above if you wish to be considered for the Guaranteed Interview Scheme. | | [Disability two ticks accreditation](http://www.thamesreach.org.uk/careers/equality-and-diversity/disability-two-ticks-accreditation/) | |

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| **Sexuality:** Do you identify as: | |  | **Religion:** Which of the following, if any, is your religion? | | |
| ❑ Bisexual | |  | ❑ Atheism | | ❑ Jainism |
| ❑ Gay man | |  | ❑ Baha’i | | ❑ Judaism |
| ❑ Gay woman/lesbian | |  | ❑ Buddhism | | ❑ Rastafarianism |
| ❑ Heterosexual | |  | ❑ Christianity | | ❑ Sikhism |
| ❑ Other | |  | ❑ Hinduism | | ❑ Zoroastrianism (Parsi) |
| ❑ Prefer not to say | |  | ❑ Islam (Muslim) | | ❑ No Religion |
|  | |  | ❑ Other (Please specify): | | ❑ Prefer not to say |
| **History of Homelessness** | | | | | |
| **Have you ever been, or are you currently homeless?** | **If yes have you ever:** | | | **Have you used or are you using the following services for longer than 6 months?** | |
| ❑ No | ❑ Slept rough for longer than 9 months | | | ❑ Homeless Services | |
| ❑ Yes | ❑ Stayed in a hostel for more than 9 months | | | ❑ Mental Health Services | |
|  | ❑ Used Thames Reach Services | | | ❑ Substance Misuse Services | |

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| **Where did you see / hear about this vacancy?** | | |
| ❑ Thames Reach website | ❑ Guardian on-line | ❑ Social care jobs |
| ❑ CEP (customer employment partnership) | ❑ Charity Jobs | ❑ Trade Publication |
| ❑ Other homelessness organisation | ❑ Indeed | ❑ Job Centre Plus |
| ❑ Homeless link | ❑ Totaljobs | ❑ Thames Reach staff |
| ❑ Job Fair (please state): | ❑ Other (please state): | |

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| **Name:** | **Post applied: for:** | **Job Ref:** |
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