

Pure Insight is a small charity working in Stockport, Cheshire East, Trafford and Salford providing practical and emotional support to young people who have left or are about to leave care.

Like all young people, care leavers need access to supportive consistent adults who can offer advice and guidance in a timely manner to overcome the range of practical and emotional challenges faced by a young adult living unsupported.  Small things that if left unresolved can escalate into serious issues such as homelessness, mental health crisis, offending, substance/alcohol addiction, breakdown of education/employment.

Pure Insight empowers young people to recognise their true potential in achieving successful, fulfilled lives. A catalyst for social action, Pure Insight provides a platform for talent and creativity and aims to equip care leavers with the skills they need to take control of their lives now and in the future.

We deliver a range of projects all designed to

* Reduce loneliness and isolation
* Improve physical and emotional wellbeing
* Reduce homelessness by supporting to find and retain tenancies
* Reduce anti social behaviour and offending by diverting into positive activities
* Build confidence and self esteem
* Developing support networks
* Feeling part of the local community by getting involved
* Improve access to education, employment and training
* Develop skills and talent
* Raising the aspirations of the young person and those around them
* Learn important life skills such as self care, budgeting, negotiation skills.

We have a small army of amazing volunteers from a variety of backgrounds; all we ask is that you are passionate and committed to supporting young people to take control of their lives now and in the future.

All positions require an enhanced DBS check but his does not necessarily mean this would debar you from a role. Each case will be considered separately on its merits by an internal panel.

Please return form to info@pure-insight.org.uk

**APPLICATION FORM**

**Post Applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area: e.g. Stockport, Cheshire, Trafford or Salford: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL DETAILS**

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| **Title**  *(Mrs, Mr etc):*  |  Date: |
| **Name** *(including middle names)* | Address:Postcode: |
| Home phone No.:  |
| Mobile No.:  |
| Email:  |
| Date of Birth: |
| Do you own or have use of a car and are willing to use your car **Answer:** |

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| Please can you tell us where you heard about Pure Insight This will help us in our recruitment? E.g. friend, flyer, Facebook |  |

**EMPLOYMENT HISTORY**

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| **Dates****(month/year)****From To** | **Name of Employer** | **Job Title** | **Reason for Leaving** |
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**EDUCATION AND TRAINING**

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| **Date** **(month/year)** | **Details of qualification and or training** |
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**WHEN ANSWERING THE FOLLOWING QUESTIONS IT IS IMPORTANT TO CROSS REFERENCE WITH THE JOB DESCRIPTION AND PERSON SPECIFICATION. PLEASE GIVE REAL EXAMPLES FROM PERSONAL, VOLUNTARY OR PROFESSIONAL EXPERIENCES. ENSURING YOU ADDRESS ALL POINTS ON THE PERSON SPECIFICATION. PLEASE USE EXTRA SHEETS**

**SKILLS AND EXPERIENCE ETC**

What skills or experience do you have relevant to this role?

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What qualities do you think you could bring to our team

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Any additional information related to the Job Description and Person Specification

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**Equal opportunities monitoring information**

Our policy is to ensure that no job applicant or employee receives less favourable treatment because of, or is disadvantaged by, any conditions or requirements that cannot be shown to be justifiable. To assist us in checking that this policy is carried out and for that purpose only, it would be help if you could complete the following. **You are under no obligation to complete this section. It will not affect your application in any way.**

**Male / Female / Other / Prefer not to say**

Do you consider yourself to have a disability or long term health condition (mental health and/or physical health)?

**Please answer - Yes or No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if yes, please see below\*\*)**

The following definition may provide a useful framework for applicants to consider whether their condition would be considered as a disability. ***The Equality Act 2010 defines disability as a physical or mental impairment, which has substantial and long tem adverse effect on a person’s ability to carry out normal day-to-day activities***

Please give details of your disability and any adjustments you would like us to consider making in connection with your job application or your employment:

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**\*\*Answer:**

**Criminal Record and Disclosure Form**

**You must complete this section**

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| **EXEMPTION UNDER THE REHABILITATION OF OFFENDERS ACT /RIGHT TO WORK IN THE UK** This form must be completed for all new recruits at Pure Innovations Ltd / Pure Insight. In addition Disclosure and Barring Clearance required prior to your employment |
| **Name** |  |
| **The Rehabilitation of Offenders Act (Exemption)Order 1975 applies to this post**This means that you must disclose ALL criminal convictions (including those defined as **spent** under the Rehabilitation of Offenders Act), cautions, reprimands, final warnings, fines, motor offences and any other information that may have a bearing on your suitability for the post, including if your suitability to work with children or vulnerable adults has ever been questioned.Failure to disclose any convictions / reprimands / cautions / final warnings / fines or any other relevant information, will disqualify you from employment or result in your later dismissal. The Act does not provide any means of enforcing a person’s right not to be refused employment. |
| **Nature of convictions / reprimands / cautions / final warnings / fines / other relevant information: (Please include dates):**  |
|  | **Please answer in this column** |
| Do you have any outstanding cases waiting to be heard  |  |
| If yes, please give date (if known) and the details |  |
| Have you ever been barred from working with children/young people/vulnerable adults  |  |
| Have you ever been dismissed from any previous employment. **If yes please give details** |  |
| **Your right to work in the UK - Important changes** |
| Under the 2006 Act – Immigration Asylum and Nationality Act – it is a criminal offence to knowingly employ a person aged 16 or over who is subject to immigration control and who has no permit to work in the UK or who is working in breach of conditions to work in the UK. Please confirm your nationality and whether you are eligible to work in the UK. You will need to provide documentation to confirm this |
| **Nationality** | Please state: | **Right to work in UK?** Please answer yes/no |  |
| Before employment commences you will be asked to provide original documentation to prove eligibility to work in the UK. We will be unable to progress without inspecting and copying 1 of the accepted documents below:UK Passport **or** Full UK Birth Certificate **or**  BRP / NI number **or**  EU Passport plus Government check code to check online.  |
| **When asked, what documents will you be providing** | Please state: |
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| Do you know or are you related to anyone at Pure Insight or Pure Innovations Ltd |  |
| If yes, please state whom and your relationship with them |  |
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| **Declaration**I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discover that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company processing the date supplied on this application form for the purpose of recruitment and selection |
| **Sign** |  | **Date** |  |
| **A signature is required even if you have nothing to declare / EMAILING back the document will be treated as an electronic signature** |

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| **DBS Information and Consent**The Disclosure and Barring Service helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. |
| **Declaration By Applicant** | Yes **or** No | I will provide complete and true information in support of the application and I understand that knowingly making a false statement for this purpose is a criminal offence. |
| **Consent To Obtain Electronic Result** | Yes **or** No | I will consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases the registered body may provide this information directly to my employer prior to me receiving my certificate. |
| **Privacy Policy Declaration** | Yes **or** No | I will read the Standard/Enhanced Check Privacy Policy for applicants when I complete my online application https://www.gov.uk/government/publications/dbs-privacy-policies and understand how DBS will process my personal data and the options available to me for submitting an application. |
| **Consent Date** | We will take your date and emailed back application form as your signature**Date:**  |

**REFERENCES**

Please give details of two referees

**Please note, it can be quicker for us to follow up on email references but we will still required all sections to be completed.**

|  |  |
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| **Referee 1** . Referee 1 - **MUST** be your current or most current employer and should be a person who has been responsible for you work.  | **Referee 2** should have know you for at least 2 years and should be able to comment on your experience and character  |
| 1. Name: | 2. Name |
| Address*: (optional)* | Address*: (optional)* |
| Email (this is best way to contact for reference) | Email (this is best way to contact for reference) |
| Telephone: | Telephone: |
| Occupation: | Occupation: |
|  |  |
| Relationship of Referee to you: | Relationship of Referee to you: |
| Can we contact above Referee on receipt of this application form? | Can we contact above Referee on receipt of this application form? |

**IMPORTANT DATA PROTECTION INFORMATION:**

We take data protection seriously. Please visit our website to view our Privacy Policy

**THE SELECTION PROCESS**  is in several stages and consists of-

* Application form
* Interview
* Enhanced DBS check
* References