

SOUTH OF ENGLAND ADVOCACY PROJECTS
 7th Floor Cavendish House Breeds Place Hastings TN34 3AA
 REGISTERED CHARITY NO. 1080679

EMPLOYMENT APPLICATION FORM

Guidance notes:

This application form should be completed through Microsoft Word or a similar word processing package. You may send the form by email to the appropriate address, **but you must send a signed copy to the address specified**. Please state clearly the post you are applying for and complete all sections of the form. You must be able to show that you have the skills and experience for the post as stated in the Person Specification. Only applicants who fully meet all the essential criteria measurable from information on the application form will be put forward for interview. ***NB please do not attach any additional information or CV.***

Project Name:		Post applied for: Please specify region, if applicable	
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PERSONAL DETAILS

Surname:		Forenames:	
Address:			
	Telephone Numbers		
Town:		Home:	
County:		Mobile:	
Postcode:		Work:	

REFERENCES – *Two references will be required if you are shortlisted for interview; one should be from your present or last employer and one from either a previous employer or someone other than a relative.*

First Referee		Address:	
Name of referee:			
Capacity in which known to you:		Town:	
		County:	
		Postcode:	

Second Referee		Address:	
Name of referee:			
Capacity in which known to you:		Town:	
		County:	
		Postcode:	

Please indicate if either or both referees may be approached before you are offered an interview:									
Referee 1:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Referee 2:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

EDUCATION (If there are not enough spaces, please add your extra items in a separate document)

Schools/colleges/universities attended	Qualifications & certificates obtained	Dates (Years)

OTHER TRAINING OR QUALIFICATIONS

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VOLUNTARY WORK AND OTHER EXPERIENCE RELEVANT TO THE POST

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Do you hold a clean, current driving licence?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Do you have access to your own transport?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

EMPLOYMENT

Name and address of present or most recent employer:			Position held:	
			Salary scale:	
			Salary:	
			Period of notice required:	
Dates Employed	From:		To: (leave blank if still employed)	
Description of main duties:				
Reason for leaving:				

PLEASE LIST DETAILS OF PREVIOUS EMPLOYMENT FOR THE PAST 10 YEARS WITH MOST RECENT FIRST (If there are not enough spaces, please add your extra items in a separate document)

Employers Name and Address	Position(s) Held	Dates (month/year)	
		From	To

SUPPORTING STATEMENT – You are invited to give here a brief summary of the experience, knowledge, skills and abilities you would bring to this post. Every effort should be made to match your skills and experience with each of the criterion in the person specification. Please continue in a separate document if necessary.

REHABILITATION OF OFFENDERS ACT – The post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974. It is a condition of employment that all convictions (spent and unspent), cautions or pending Court cases are disclosed; applicants should provide details of these in a separate letter in a sealed envelope, which will be treated confidentially. Failure to disclose such information could result in subsequent dismissal or disciplinary action by South of England Advocacy Projects. As this work involves direct contact with children and/or vulnerable adults, checks with Police records and the Department of Health/Education will be made. Please therefore tick box on either Statement A or Statement B below and sign below.

A) I have no conviction(s), caution(s) or pending Court case(s)

B) I am sending in a separate letter details of conviction(s), caution(s) or pending Court case(s).

Signature:

Date:

DECLARATION – I confirm the information given is true and accurate. I understand that any misrepresentation will invalidate my application and, if employed, could lead to dismissal. I am prepared to undergo a medical examination if required and confirm that, to the best of my knowledge, there are no medical or other reasons which would prevent me from undertaking the duties of the post.

Signature:

Date:

Please state where you saw the advertisement for this post:

South of England Advocacy Projects

Guidance Notes... completing the application form

You are advised to read the following notes carefully as the decision to shortlist you for interview will be based on the information that you provide on the form. The advice is designed to help you complete the application form as effectively as possible.

Equal Opportunities Statement

SEAP is committed to ensuring equal opportunity to all. A disability or health problem does not invalidate an applicant from full consideration for a job. Through continuously reviewing recruitment and selection procedures, SEAP will endeavour to ensure procedures do not discriminate against any section of the community.

Examine the job pack

SEAP job packs contain a job description, person specification and information about our organisation. Read all of this carefully before completing your application form.

The person specification sets out the minimum skills, knowledge and experience required to do the job. Your application will be assessed to see if you meet these requirements.

Completing the form

- Make sure you read the form fully before you write anything
- Use a black pen or type your application form to aid photocopying
- Please state clearly the post you are applying for

Personal details Please complete this section as clearly as possible, using BLOCK CAPITALS.

References Where you are or have been employed, one referee must be your present or last employer. Otherwise include the details of someone who can say something relevant or useful about you. If referees know you by another name make sure you include this on the form. Referees cannot be related to you, or people who live with you.

Education Try to ensure that you include grades of qualifications you hold. It is also important to record any training undertaken that has not led to a qualification or accreditation.

Voluntary work and other experience relevant to the post *Include work experience, voluntary or community work as this can be as relevant as paid employment.*

Employment Complete details of your present or most recent employment. List names and addresses of previous employers with most recent first, and show positions held and dates employed. Continue on another sheet if necessary.

Supporting Statement This is where you make your case for the job. If you do not fill in this section we will be unable to assess your application against the person specification.

Ask yourself why you are interested in the job. Would it be a promotion or a good career move sideways to broaden your experience?

Don't just reiterate your career history, analyse the person specification. Pick out and give evidence of the skills, knowledge and experience you have gained to demonstrate that you meet the necessary requirements for the post. Try to match your skills etc to each item in the person specification, using separate headings for each requirement.

Remember to mention any relevant experience gained outside of work eg voluntary, community or leisure.

Rehabilitation of Offenders Act As the work involves direct contact with either children and young people or vulnerable adults, please ensure that you sign either Statement A or Statement B.

Before sending the form

- Read through and check for any errors
- Make sure every question is answered and the declaration at the end is signed and dated
- Keep a copy of the form for reference
- Make sure you send the form to the correct address, marking the envelope 'Confidential' and including any designated code mentioned in the covering letter.
- Make sure your form will arrive before the closing date
- Do not enclose any additional information or CV

What is advocacy?

Advocacy is concerned with ensuring that people, particularly those most vulnerable in our society, are enabled to express their views, wishes and feelings, either directly or through a competent and independent voice. Advocates work to ensure that the rights of vulnerable people are safeguarded and their voices heard and genuinely considered as part of the decision-making process.

Advocacy is:

Independent: not part of statutory or other services

Confidential: unless something of a life-threatening nature is disclosed, or in other limited circumstances confidentiality will never be breached (please ask for a copy of our confidentiality policy)

Empowering: the client is in control of the advocacy process and no decisions are ever made without their express consent

Not concerned with making a judgement about the person's best interests:

the client is the expert on their life and it is their view of what they wish to happen that the advocate will act upon.

Advocates will:

- Plan from the person's definition of the situation
- Work towards an acceptable outcome for the person
- Recognise the person as having the most specialised knowledge of their life, views, wishes and needs
- Provide information and help the person to explore their options, to enable them to make an informed decision, without influence.

The ultimate aim of advocacy is always to enable people to advocate on their own behalf, and to see statutory, voluntary and private service providers develop their services in a way which places the views, wishes and feelings of those who use them, firmly at the centre.

SEAP is committed to working with service providers from all sectors to this end.

South of England Advocacy Projects (SEAP)

provides advocacy and related services to a wide range of client groups including:

- adults with mental health issues
- children & young people
- adults with learning difficulties
- anyone wishing to make a complaint about their NHS healthcare.

SEAP manages 4 advocacy projects which provide the following services:

Mental Health Advocacy Service 01424 441597

This service works with working age adults who have mental health issues within East Sussex & Berkshire. Advocates support and represent clients at ward rounds, out-patient appointments, CPA reviews, Mental Health Act Tribunals, and in other settings. Clients can self-refer for individual appointments or meet with advocates at the various regular advocacy clinics held within the local acute psychiatric in-patient units, and also the County's specialist forensic psychiatric units.

There are various opportunities for service users to volunteer within the service, both in administrative roles and as consultants. Recently, the service has developed a peer advocacy project. This project trains and supports people recovering from mental health distress themselves, to work alongside professional advocates to provide informal advocacy and advice.



Xpress Advocacy Service 01424 440118

Xpress is a large advocacy and children's rights service which works with children and young people aged 8-21 across East Sussex. Xpress has a number of contracts with local authority and private providers and delivers the following services:

- Advocacy for children/young people who are Looked After, Leaving Care, have learning/physical disabilities or mental health difficulties
- Independent Visitor Scheme for Looked After children/young people
- Buddy Scheme for young people with disabilities
- Go For It: training programme which trains young people to work as co-trainers and to be involved in recruitment processes
- Freephone help and information line
- Xpress Yourself Magazine: quarterly magazine written by and for Looked After young people.
- Accredited advocacy training in a range of advocacy-related areas
- Consultation Exercises
- Research Projects



My Choice 01424 441562



An East Sussex-wide advocacy project for adults with learning disabilities which provides advocacy support for:

- **people living in Care Homes**
- **people living independently**
- **people with autism and Asperger's Syndrome**
- **those supported by private care providers.**

My Choice also manages a project which provides advocacy support to parents with a learning disability, including those whose children are involved with the Child Protection Team.

Voices for Change is a My Choice project which brings together a group of service users who meet to discuss their views of services. Voices for Change has been influential in raising the profile of people with learning disabilities to those who develop and oversee local services.



iCAS (Independent Complaints Advocacy Service) 01424 437491

iCAS is a government initiative, funded by the Department of Health, which is delivered nationally by 3 independent advocacy providers, the South-East & South West regions of which are covered by SEAP. iCAS has a number of local offices in both regions.

The remit of iCAS is to provide advocacy support and information to people who wish to make a complaint about their NHS healthcare. iCAS produce a self-help pack for those who need little or no help in proceeding with their complaint, and individual advocacy for those who would like additional support. SEAP is working closely with the Department of Health and the other providers to develop this important service.

South of England Advocacy Projects

Other Services

Training:

SEAP has many years experience in writing and delivering advocacy and rights-related training to advocates and service providers. It has developed a number of stand-alone training courses, some of which have received formal accreditation, and is also able to design training specific to your organisation's needs.

SEAP works extensively with service users as co-trainers, and is able to provide training for organisations wishing to develop this area of work.

SEAP frequently runs workshops and provides speakers for conferences, including service users, outside of its own training and conference programme. Please contact us for further details or to be added to our mailing list.

Consultancy:

As an advocacy provider for over 10 years, SEAP has developed a sound knowledge-base in developing and managing advocacy projects, across many different client groups. If you are looking for advice regarding a complex advocacy issue, or support and guidance regarding the management or development of your agency, SEAP will help you to explore your difficulties and find a way forward.

External Supervision:

Many organisations prefer to approach external consultants to meet the supervision and consultancy needs of their managers/lone workers. Advocacy is a complex, demanding and often stressful area of work, and workers can benefit from seeking support from an experienced, external source. Providing supervision and consultancy support within the advocacy field is an area in which SEAP has considerable knowledge and skill.

To discuss your training, consultancy and supervision needs in more detail and for information about fees, please contact us on: 01424 718075.

SOUTH OF ENGLAND ADVOCACY PROJECTS

SOUTH OF ENGLAND ADVOCACY PROJECTS POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, South of England Advocacy Projects (SEAP) complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- SEAP is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- This is the written policy of SEAP on the recruitment of ex-offenders, and is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and welcome all applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- All paid and volunteer workers are required to complete Enhanced CRB and Child Protection Register (CPR) clearance forms subject to the confirmation of paid or voluntary work with SEAP.
- As these Disclosures form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resource Manager within SEAP, and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
- Where CRB checks indicate previous convictions, a decision is made on a case-by-case basis, as to whether the offer of employment will be confirmed. Decision making will include the following factors:
 - The nature of the conviction(s)
 - When the conviction(s) occurred
 - The relevance of the conviction to the post offered
 - Risk Assessment

If the conviction(s) is/are believed to represent a real or potential risk to clients and/or the organisation, the CEO/Deputy will consider the issue and may discuss the matter in further detail with the Board, before a final decision is made regarding the appointment.

- Where CPR checks indicate that the applicant has/had a child on the Child Protection Register, further enquiries will be made with the relevant Social Services Department regarding the nature of the registration, and their views concerning the

SOUTH OF ENGLAND ADVOCACY PROJECTS

applicant's suitability for the role in question. Where necessary, the CEO will discuss the matter with the Board prior to a final decision being made regarding the employment.

- We ensure that all those involved in processing CRB's have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that 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 reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

SOUTH OF ENGLAND ADVOCACY PROJECTS

EQUALITY AND DIVERSITY POLICY

Planning for Equality and Diversity

SEAP sees forward planning as a continuous activity which helps us be more responsive and relevant to community needs and priorities. We have a Strategic Plan which is reviewed annually to check progress. The views of trustees, staff, members and other stakeholders have been taken into account during the planning process.

Our current Strategic Plan places a high priority on developing quality standards for all our activities, on implementing policies and procedures that promote best practice and equality of opportunity and on developing strategies to ensure that SEAP is open, accessible and accountable to all sections of the community.

This policy document describes the general approach SEAP is taking to put its commitment to equal opportunities and diversity into practice. It will be reviewed and updated on an annual basis and reflects the long-term commitment of SEAP to continuous improvement in this area.

Governance

SEAP's Executive Committee is properly elected in line with the requirements of our legal status. We ensure that trustees understand their role in terms of governance of SEAP, the legal requirements and accountability.

To ensure that the Executive Committee reflects the diversity of our membership we actively encourage nominations from groups representing minority and marginalised interests.

Personnel

SEAP is committed to equal opportunities recruitment and to the development of all staff and volunteers. We aim to work within employment legislation and good practice guidelines, with regard to paid and unpaid staff.

We ensure that recruitment information is made widely available and positively encourage applications from all sections of the community we serve. We have an equal opportunities recruitment and selection monitoring procedure (see SEAP's Recruitment Policy) and have appropriate personnel policies that are regularly reviewed.

In order to fully implement the policy all staff need to be aware of their responsibility to integrate equality and diversity in their day to day activities. Employees must be aware of and responsible for equality and diversity in their behaviour with colleagues, clients and stakeholders and in identifying equality objectives through the appraisal process, projects, plans and initiatives and progressing those objectives in their day to day work.

Premises

SEAP is committed to making the premises we operate from as accessible as possible. We will ensure that our office is open and appropriately staffed at times which suit the community and people we serve.

Our meeting space and facilities are fully accessible for people with disabilities and are made available to a wide range of groups.

Liaison and Representation

SEAP's advocacy projects often support or develop structures that enable their client groups to participate in local decision making processes and represent the interests of their peers and communities to which they belong.

We develop and maintain links across the voluntary and community, statutory and private sectors and promote the opportunity for all sectors to engage with those who use their services

We enable the views of our service users to be represented to local statutory bodies and others and, where appropriate, act as a conduit for this representation. We will ensure that our users reflect the diversity of the community and that the forums and structures we support to enable user representation are inclusive and appropriate to the community.

Equality and Diversity Training & Development

SEAP acknowledges that responsibility for the successful implementation of equality and diversity in employment and service delivery lies with Board members and employees. The organisation will therefore, promote enhanced awareness of unfair discrimination or potential discriminatory practice, attitudes and behaviour so that they can be identified and eliminated.

We will provide Equality and Diversity training to managers and those likely to be involved in recruitment or other decision making activities, where these issues are likely to arise. We will also provide training to all employees to help them:

- Understand equality and diversity issues that may arise during the course of their employment
- Understand their rights and responsibilities in law; and
- Create a working environment free from discrimination and harassment

Provision of Services

We aim to meet the needs of the communities we serve, within the framework of our defined role and purpose, by:

- Creating a work culture which values diversity, inclusiveness and respect, and empowers our staff to reflect those values in their dealings with our client groups, members of the public, other service providers, funders and all other stakeholders we come into contact with during the course of work.
- Provide clear, meaningful information about what we do and how we do it to all our client groups and service users and other stakeholders in ways that best suit their needs.
- Ensuring that we provide an accessible service to all, and that our processes allow us to provide that service;
- Identifying as early as possible any individual requirements that may need to be met in order for the communities we service to fully access our service
- Explaining clearly what we are able to do to meet the individual needs of our service users; and
- Being responsive to changing needs and requirements.

SOUTH OF ENGLAND ADVOCACY PROJECTS

EQUAL OPPORTUNITIES MONITORING

PROJECT: _____

LOCATION: _____

POST APPLIED FOR: _____

South of England Advocacy Projects is committed to promoting equality and diversity, and is making every effort to be an equal opportunities employer.

You are asked to provide the information below to help SEAP monitor the effectiveness of its Equality and Diversity Policy; we would be grateful if you would fill in this form and return it with your application form.

The information on this form is provided voluntarily, is anonymous and will be treated separately from the application form. The information will not be used in the short listing process and will be stored in statistical format only.

Nationality _____

- Male
 Female

Date of Birth _____ Age _____

Where did you see this job advertised? _____

Disability

The Disability Discrimination Act 1995 states that 'a person has a disability for the purpose of this Act if he/she has a physical or mental impairment which has substantial and long term adverse effect on his/her ability to carry out normal day to day activities'.

Do you consider yourself to be disabled?

- Yes
 No

What is your ethnic group?

Please tick one of the boxes below; choosing the category which you think best describes your ethnic origin. Please note that we are asking about the broad ethnic group you are in and not your nationality, place of birth or citizenship. United Kingdom citizens can belong to any of the categories shown.

White

- British
- Irish
- Any other white background, please write in

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please write in

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please write in

Black, Black British, Black English, Black Scottish or Black Welsh

- Caribbean
- African
- Any other Black background, please write in

Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other Ethnic group

- Chinese
- Any other background please write in

Census categories in accordance with good practice guidelines issued by the Commission for Racial Equality
www.cre.gov.uk/gdpract