



**We are actively committed to safeguarding and promoting the welfare of our members and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced DBS disclosure.**

**Thank you for expressing an interest in joining our team**

**We hope you will find this information useful and we look forward to hearing from you.**

Making an Application	Interview and Selection Process	Pre Employment Checks	GATE Policies
<p><b>Application Form</b></p> <p>If you wish to be considered for this post please complete the application form provided with full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc).</p> <p>You will note that we require details of two referees, one of which must be your current or most recent employer.</p> <p>CVs are <b>not</b> accepted as part of the application process.</p>	<p>Those candidates who meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.</p> <p>As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children and vulnerable adults.</p> <p>Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection</p>	<p><b>References</b></p> <p>If you are short listed we will normally take up references <b>before</b> the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children and/or adults at risk.</p> <p>Copies of references or references that are addressed “to whom it may concern” will not be</p>	<p><b>Child Protection</b></p> <p>GATE is committed to safeguarding and promoting the welfare of all our members and expects all staff and volunteers to share this commitment. We have a designated member of the Senior Management Team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our safeguarding policies.</p> <p><b>Whistle Blowing</b></p> <p>We recognize that our members may find it difficult to raise concerns in an environment</p>



<p><b>Supporting information</b></p> <p>This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.</p> <p><b>Please remember to sign the declaration on the final page of the application form. If you have submitted your application form electronically you will be asked to sign this if shortlisted at interview.</b></p>	<p>process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact GATE if you need to discuss this in any detail.</p> <p>We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.</p>	<p>accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.</p> <p>Sickness absence record information will only be requested for the preferred candidate following the interview and assessment process. Consideration of the sickness absence information will comply with our responsibilities under the Equality Act.</p> <p><b>Disclosure and Barring Check</b></p> <p>Employment at GATE is subject to an enhanced check with the Disclosure and Barring Service. Checks will also be made against the Barred List where appropriate. All such checks must be satisfactory before we confirm any offer of an appointment.</p>	<p>where the staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.</p> <p><b>Code of Conduct and Personal Behaviour</b></p> <p>GATE believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well being of all its employees and members. All employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone at GATE has an absolute duty to promote and safeguard the welfare of children and adults at risk.</p> <p><b>Equal Opportunities</b></p>
--	--	--	---



		<p>Under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013), some posts at GATE are classed as regulated activity and therefore an Enhanced DBS check will be undertaken.</p> <p>On 29th May 2013 legislation came into force under this Act that mean as an employer we are only entitled to request information about convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). Convictions that are not 'protected' will appear on an Enhanced Disclosure, even though they are 'spent'. For information regarding what criminal records history will appear and should be disclosed on application, please see the</p>	<p>We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working environment where everyone is treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.</p> <p><b>Full details of all these policies are available at GATE</b></p>
--	--	--	---



		<p>relevant flow charts at the end of this document. Alternatively, guidance can be found on the DBS website. Please be aware spent and/or unspent convictions may not necessarily make you unsuitable for appointment. For further information about our use of Criminal Records information please see our Policy Statement on the recruitment of ex-offenders which is available on request.</p> <p><b>Right to Work in the United Kingdom</b></p> <p>Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of this at interview stage by producing some original documentation such as your passport or birth certificate.to</p>	
--	--	--	--



		confirm your eligibility to work within the UK. Photographic proof of identity will also be required.	
--	--	---	--