**FSN Candidate Pack**

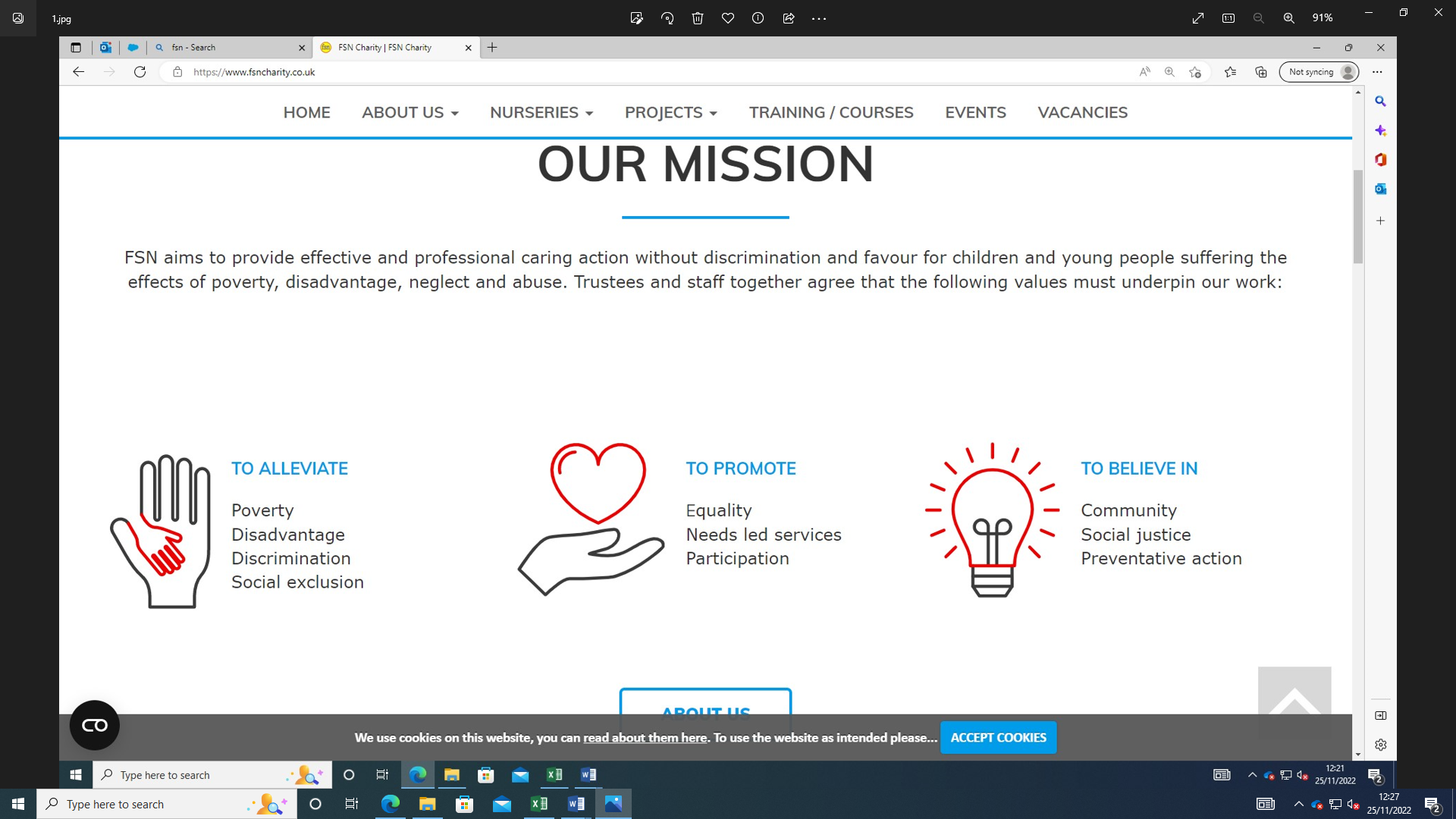
*Dear Applicant,*

*Thank you for requesting the application pack which includes all the relevant information that you will need to successfully complete the application form. If you have any difficulty completing the form, or have any queries regarding your application then please contact HR on 01424 377 103.*

*In the meantime, we wish you every success with your application and thank you for your interest in FSN.*

**Our Purpose:**

FSN aims to provide effective and professional caring action without discrimination and favour for children and young people and their families suffering the effects of poverty, disadvantage, neglect and abuse. Trustees and staff together agree that the following values must underpin our work:

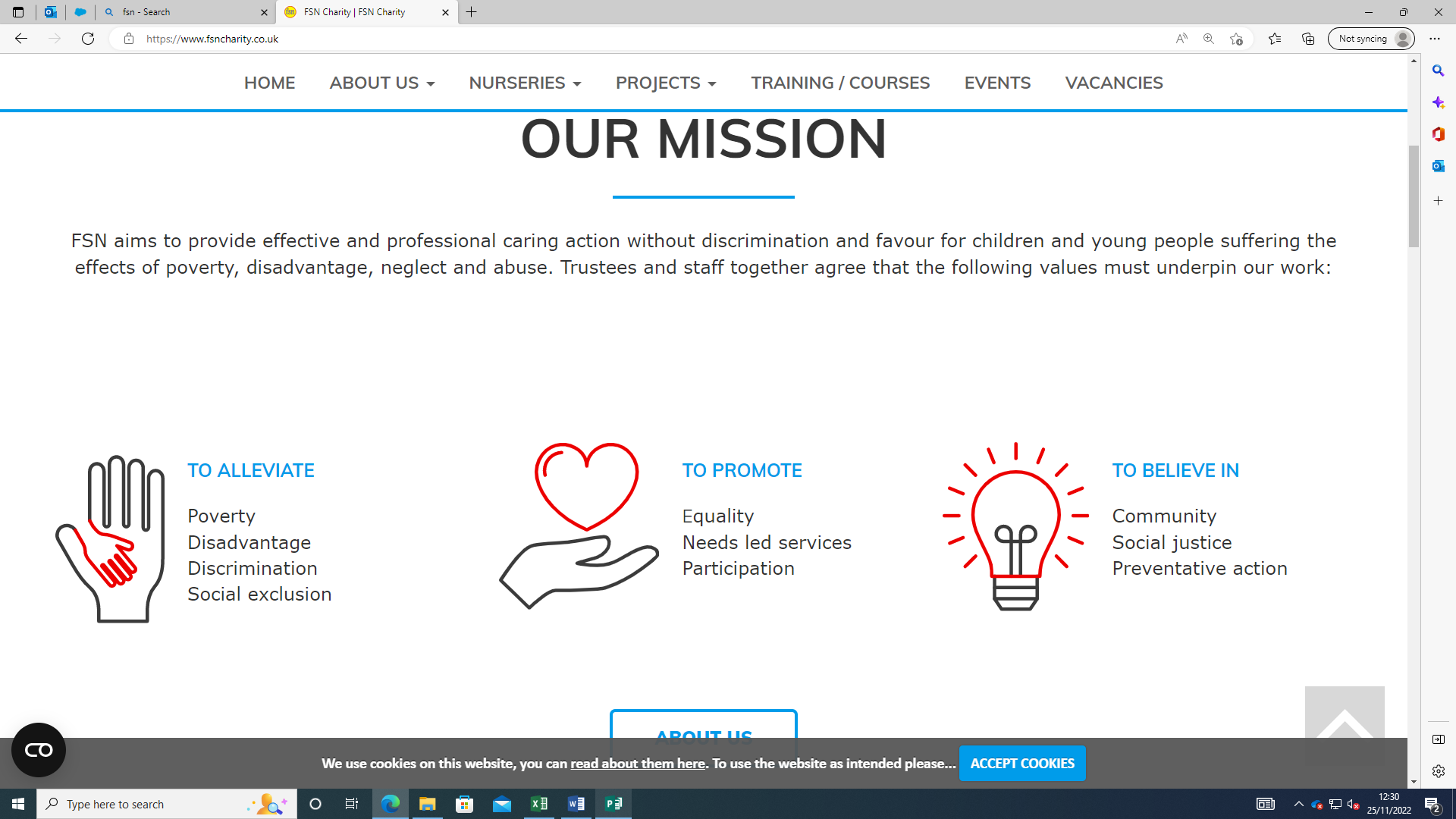


**To alleviate -** Poverty

Disadvantage

Discrimination

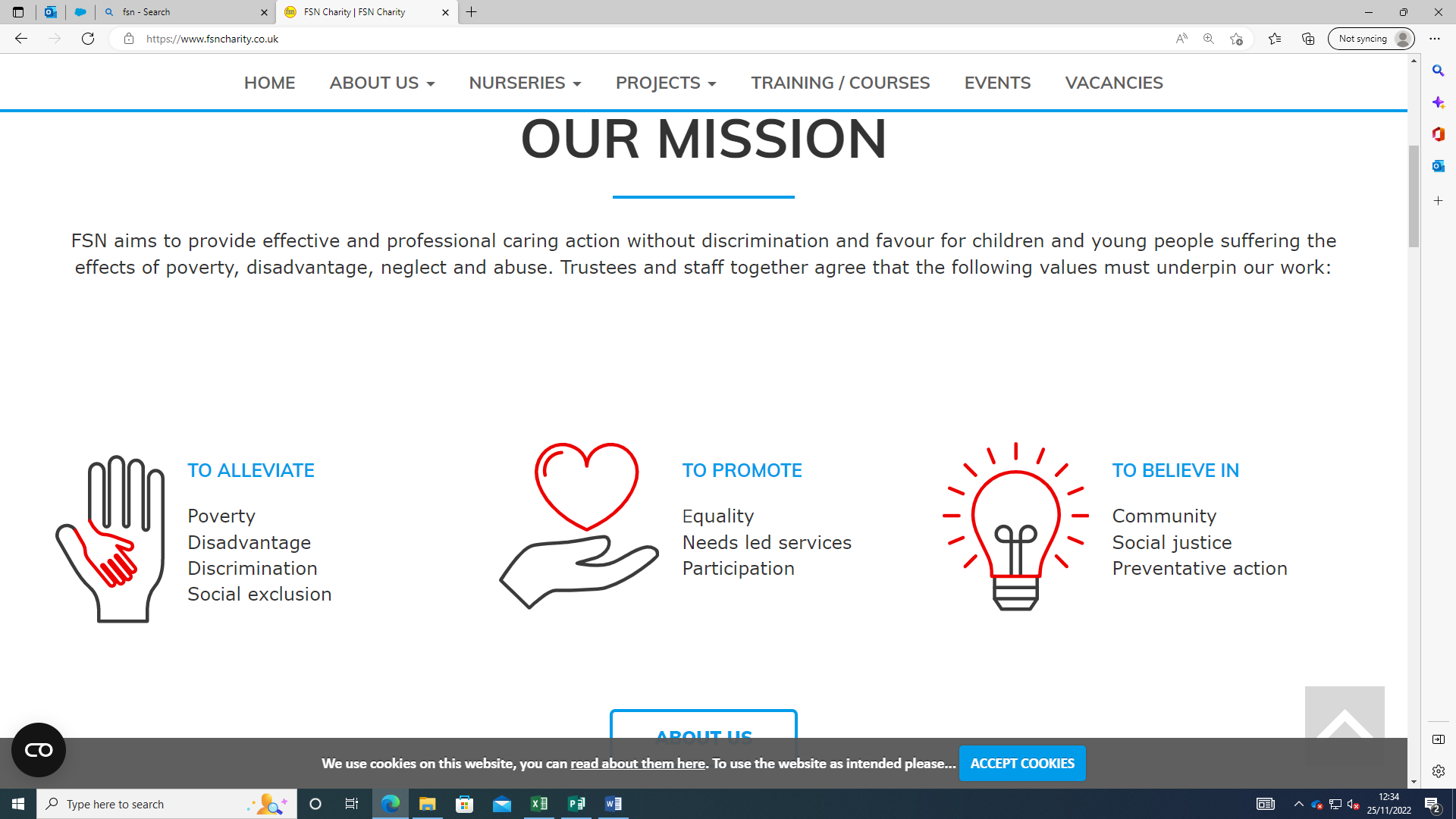
Social exclusion



**To promote -** Equality

Needs led services

Participation



**To believe in -** Community

Social Justice

Preventative action

**Our Statement of Intent:**

**\*** **To help** local families and children to cope in a rapidly changing society where personal and local circumstances will frequently be difficult.

**\* To provide** opportunities for children to play, learn and socialise through the services we provide, ensuring appropriate safeguarding policies and procedures are in place.

**\*** **To provide** experiences which enable children and young people to develop mentally, physically and spiritually, supporting them to become independent adults who are able to contribute to the community.

**\* To recognise** the contributions made by parents, carers, staff, trustees and volunteers and to be prepared to learn from each other’s experience.

**\* To support** and train our staff in a secure and stable working environment. To regularly review and appraise our work.

**\* To continue** to provide quality services in response to local needs.

**A Potted History**

1939 – FSN was founded offering support for children in 8 children’s homes in Hastings and St Leonards

1985 – FSN started to develop a range of community services including play schemes, a Fun Bus and local family support

1999 – FSN moved into the St Nicholas Centre

2003 – The St Nick’s Nursery opened in St Leonards

2004 – FSN expanded services into the Robsack Centre in Hollington

2007 Greenway Nursery was opened in Hastings Town

2015 – Silverdale Nursery opened on the site of Silverdale school

Today, FSN offers a range of services across Hastings, St Leonards, Rother and Eastbourne supporting children, young people and families.

**APPLICATION FORM**

**It will be of great assistance, in considering your request to work with the FSN, if you would answer the following questions with as much information as possible. If there is not enough space under any section please continue your reply on a separate sheet. (NB If completing on line all boxes will expand as you type)**

|  |  |
| --- | --- |
| **POST:** |  |

**(Please state clearly the Post that you have applied for)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SURNAME :** | | | | | **Preferred Title:** MR / MRS / MISS/ MS | | |
| **FORENAME(S)** | | | | | | | |
| **ADDRESS:** | |  | | | | | |
|  | | | | | |
|  | | | | **POST CODE:** | |
| **SINCE (Month & Year)** | | | | | |  | |
| Telephone No: | | | HOME | Mobile | | | WORK |
| Email: |  | | | | | | |

**DETAILS OF PRESENT OR LAST EMPLOYMENT** (if any) **OR VOLUNTARY WORK**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NAME OF FIRM / ORGANISATION | | |  | | |
| **ADDRESS:** |  | | | | |
|  | | | | |
|  | | | | **POST CODE:** |
| DATE COMMENCED | |  | | CURRENT POSITION: | |

|  |  |
| --- | --- |
| DESCRIPTION OF MAJOR RESPONSIBILITIES | |
| LENGTH OF NOTICE REQUIRED |  |
| REASONS FOR LEAVING/INTENDING TO LEAVE |  |

**EDUCATION AND QUALIFICATIONS** Please give details of Secondary Schools and Further Education Establishments which you have attended

Please continue on a separate sheet if not sufficient space with your name address Vacancy applied for and Reference Number  **(NB If completing on line all boxes will expand as you type)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | From | To | Examination/ Qualifications |
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**ADDITIONAL TRAINING / COURSES:** Please give details of further training undertaken, (in-service or otherwise) and dates:

**Please continue on a separate sheet if not sufficient space with your name address Vacancy applied for and Reference Number (NB If completing on line all boxes will expand as you type)**

|  |  |  |
| --- | --- | --- |
| **Date** | **Training** | **Length of training** |
|  |  |  |
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**PREVIOUS EMPLOYMENT** Please start with most recent and place in reverse order. **(NB all boxes will expand as you type)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post** | **From** | **To** | **Firm/Organisation** | **Reason for Leaving** |
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**Please explain any gaps in your employment history:**

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| --- |
|  |

Are you related to any member of FSN’s Board of Trustees or FSN Staff Members?  **YES  NO **

**If yes please name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFERENCES:** Please give the names and addresses of two people (not relations) to whom an application may be made for references; both should be able to comment on your employment ability.

***Please tick to confirm that you are happy for both referees to be contacted ***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present Employer** |  | **Previous Employer** |
| **Name** |  | **Name** |  |
| **Organisation** |  | **Organisation** |  |
| **Occupation** |  | **Occupation** |  |
| **Address** |  | **Address** |  |
|  |  |  |  |
| **Post Code** |  | **Post Code** |  |
| **Telephone No**  **Email:** |  | **Telephone No**  **Email:** |  |
| **Relationship** |  | **Relationship** |  |

*(If you are offered the post we will wish to personally contact at least one of your referees concerning any reference provided).*

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **NATIONAL INSURANCE NO:** |  |

|  |  |
| --- | --- |
| **DO YOU HAVE A DISABILITY OR HEALTH CONDITION THAT WOULD MEAN FSN MAKING REASONABLE ADJUSTMENT TO THE INTERVIEW PROCESS IF YOU ARE SHORTLISTED?** | **YES  NO ** |
| As a disability symbol employer this information is needed so that all disabled applicants who meet the minimum criteria for the position are offered an interview. | |

|  |  |
| --- | --- |
| **DO YOU HOLD A CURRENT DRIVING LICENCE?** | **YES  NO ** |
| **IF YES PLEASE STATE THE TYPE OF LICENCE YOU HOLD­­­­­­­­­­­­­­­­­­­** |  |

**CRIMINAL RECORD CHECKS** FSN aims to promote equality of opportunities for all with the right mix of talent, skills and potential. FSN welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an ‘unspent conviction’ will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s).

As FSN meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, **all applicants who are offered employment** and having contact with children will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

|  |  |
| --- | --- |
| Have you been convicted of a criminal offence by a Court of Law? | **YES  NO ** |

If **YES**, please give details of offence/s including dates (this will not necessarily debar you from appointment).

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Have you received a reprimand or formal caution? | **YES  NO ** |

If **YES**, please give details of offence/s including dates (this will not necessarily debar you from appointment).

|  |
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| --- | --- |
| If you have been convicted of a Criminal Offence are you Disqualified from working with children/Adults? | **YES  NO ** |

(If you are Disqualified you may not apply to work with the Fellowship of St. Nicholas)

|  |  |
| --- | --- |
| **Do you presently hold a DBS (Disclosure & Barring Services Form)? If so, please give the number & issue date.**  **If your application is successful and you are registered with the DBS Update Service please sign to give FSN authority to check this status online.**  ***Please note you must produce your original DBS record in order for FSN to undertake a DBS status check online.*** | **F.**    **Issue date:**  **Sign………………………………………….**  **Date…………………………………..……..** |

|  |  |
| --- | --- |
| **Signed:** | Date: |

(Please sign above whether you have answered Yes or No)

**WORK PERMIT**

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? **YES  NO **

If you are not a British citizen of another country in the European Economic Area you will require a work permit.

Do you need a work permit? **YES  NO **

Do you hold a work permit? **YES  NO **

If you hold a work permit, on what date does it expire? **Date:……………….**

**BACKGROUND AND OTHER INFORMATION**

**Would you give below a summary of your past work experience, and any other relevant information:- (NB If completing on line all boxes will expand as you type)**

|  |
| --- |
|  |

**ADDITIONAL INFORMATION**

Please explain below why you are interested in this post

Please mention experience any specific skills that meet the requirements of the Job Description and Person Specification. These skills may be gained from your previous employment, training, education, life experience, voluntary or leisure activities.

**Please continue on a separate sheet if not sufficient space with your name address Vacancy applied for and Reference Number (NB. box will expand as you type)**

|  |
| --- |
|  |

I confirm that the information I have given on this form is true and accurate and I understand that any false information could lead to immediate dismissal from any post with FSN.

**Signed** ................................................................. **Date** ...............................................

The completed Application Form can be emailed to:

[jearl@fsncharity.co.uk.](mailto:jearl@fsncharity.co.uk.)

or returned to:

Tracey Rose, Chief Executive, FSN, St. Nicholas Centre, 66 London Road

St. Leonards on Sea, East Sussex, TN37 6AS.

* *

*Please note Application Forms and Enclosures of unsuccessful applicants*

*will be retained by FSN for 6 months and will then be shredded.*

*In accordance with the GDPR Regulation 2016/679, FSN has to keep personal information as part of its daily business. In so doing FSN aims to respect the privacy and human dignity of all its employees, service users and volunteers at all points throughout the organisation and as far as possible on the basis of informed consent.*

*FSN is committed to safeguarding and promoting the welfare of children and young*

*people and requires all staff and volunteers to share this commitment in*

*every aspect of their work.*

**EQUAL OPPORTUNITIES MONITORING**

***All information provided will be treated in confidence and will not be seen by staff directly involved with the appointment.***

As an aid to monitoring the implementation of our Equal Opportunities Policy, we would be grateful if you could return this completed form, unsigned, together with your application form. This information helps us monitor whether we are placing our recruitment advertisements effectively in line with our Equal Opportunities Policy.

**POST APPLIED FOR**  ..............................................................…………............................

**PROJECT** ..........................................................................……….....................................

**GENDER:** **FEMALE** **MALE Prefer not to say**

**AGE** 16-25 □ 26-35 □ 36-45 □ 46-55 □ 56-65 □ 65+ □

**HOW WOULD YOU DESCRIBE YOUR ETHNIC ORIGIN?**

|  |  |
| --- | --- |
| **White** |  |
| British |  |
| Irish |  |
| Traveller |  |
| Other (specify) |  |
| **Mixed** |  |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Other (specify) |  |
| **Asian or Asian British** |  |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Kashmiri |  |
| Other (specify) |  |
| **Black/African/Caribbean/ Black British** |  |
| Caribbean |  |
| African |  |
| Other (specify) |  |
| **Other ethnic groups** |  |
| Arab |  |
| Any other (specify) |  |

**Sexual Orientation**

|  |  |  |
| --- | --- | --- |
| Bisexual | |  |
| Gay Man | |  |
| Gay woman/Lesbian | |  |
| Heterosexual/Straight | |  |
| Other (specify if you wish): |  | |
| Prefer not to say | |  |

**Your religious belief**

|  |  |
| --- | --- |
| No religion |  |
| Buddhist |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Other (specify if you wish): |  |
| Prefer not to say |  |

**Marriage and Civil Partnership**

|  |  |
| --- | --- |
| Single |  |
| Married/in a registered same-sex civil partnership |  |
| Separated, but still legally married/in a registered same-sex civil partnership |  |
| Divorced/formerly in a same-sex civil partnership which is now legally dissolved |  |
| Widowed/Surviving partner from a same-sex civil partnership |  |
| Prefer not to say |  |

**Disability**

The Equality Act 2010 defines a disability as a “physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities”. An effect is long-term if it has lasted, or is likely to las, more than 12 months.

YES □ NO □ PREFER NOT TO SAY □

**WHERE DID YOU SEE THE ADVERTISEMENT FOR THIS ROLE?** ..................…….......

**Rewards & Benefits**

**Enhanced DBS Certificate**

In accordance with FSN’s safer recruitment procedure there is a requirement to have an enhanced DBS check. The check is renewed every 3 years, or checked annually if signed up to the update service. All checks are paid for by FSN.

**Life Assurance**

Employees are covered by FSN’s Life Assurance policy whilst employed at FSN, giving peace of mind if the worst were to happen.

**Pensions**

Everyone working with FSN has the option to contribute 5% of salary into a pension which is taken monthly direct from pay and FSN will pay an additional 3% for free.

**Annual Leave**

For full time employees FSN offers 31 days annual leave including bank holidays in the first 3 years with additional days once employed for 3 years and again after 6 years.

**Training**

FSN provides training which relates to each post, supporting professional and career development and improving knowledge and experience for the role.

Employees have exclusive access to the East Sussex County Council Learning Portal which offers a range of e-learning courses.

**Parking**

On-site parking is available at our Robsack Centre and free parking is available on some streets around the St Nicholas Centre.

**Uniform**

For staff working in a FSN Nursery or funded project, free uniform is provided which includes: polo shirt, sweater and fleece.

**Equipment**

Some project staff are issued with mobile phones and/or a laptop primarily to enhance safety and for when working away from the office.

**What our staff say about working at FSN:**

*“Best years of my life. I am more positive, more knowledgeable and more appreciative thanks to my time at FSN”*

*“Thoroughly enjoyed my time at FSN”*

*“Enjoyed working with all teams”*

*“A brilliant place to work, kind staff with a lovely attitude”*

*“FSN felt more like a family then working colleagues”*

**Thank you for completing the application form.**

Please ensure that you have returned your completed application form, showing how you meet the criteria for the role, to FSN by the closing date advertised. If your application is successful, FSN will be in contact after the closing date to arrange an interview.