



Please read this information before completing the application form.

GUIDANCE FOR COMPLETING APPLICATION FOR EMPLOYMENT FORM

All job applicants are expected to complete an application form- CV's will not be accepted as an alternative means of applying for a position with the company.

Please note that the form consists of two sections - Part A and Part B. Both sections should be completed.

Completion of this form is quite straight-forward, but we would bring your attention to the following sections:

Section 2 - References

All employment with ategi is subject to receipt of two satisfactory references normally from individuals of professional standing who can give an unbiased reference on an applicant's character and / or job performance. One referee should be the applicants current employer and the second, a previous employer of recent years. In the event of an individual not being able to supply details of employers, he/she should provide details of other people with professional standing within the community, e.g, teacher, magistrate, priest, lawyer, etc, so that a character reference may be requested.

The company will not accept references from members of an applicant's family or friends of the family

Normally, references will be sought only if the company intends to offer the applicant employment.

Section 3 - Transport

Many of our Support Workers are required to use their own vehicles in association with their work (fuel costs are reimbursed by the Company). Therefore, ategi needs to know whether potential staff are able and willing to supply transport in this respect, possess the appropriate driving licence and that their vehicles are adequately insured. Please note, not all posts require the ability to drive.

Section 5 - Legal right to work in the UK

Under the Asylum & Immigration Act 1996, ategi has a responsibility to ensure that only those legally entitled to live and work in the UK are offered employment. You will be asked to provide evidence of your right to work in the UK at interview stage. Your right to work in the UK will depend on where you are from. Unless you are a British citizen or a citizen of one of the European Economic Area (EEA) countries, you may need a visa before you travel here. If you have to get a visa, you will need to be cleared by officials at a British Overseas Mission in your national country. Once cleared, the entry clearance certificate, or visa will be put into your passport or travel document.

Section 8 - Availability

Interviews

Please note that interviews are normally held between the hours 9.00 am and 4.00 pm, Monday to Friday.

Working Hours

Working hours / working patterns / work-bases are agreed at the offer of employment stage; however the company depends on the flexibility of its staff. It expects employees to operate at maximum performance, and to be flexible across all areas in order to meet its operational needs.

Section 9 - Rehabilitation of Offenders Act 1974/Police Act 1997

As this Company supports vulnerable people, it is exempt from Section 4 of the Rehabilitation of Offenders Act 1974, and thus is permitted to request disclosure of information relating to any criminal activity in which an applicant may have been involved. This should include any police enquiries, final warning, reprimands, cautions and pending prosecutions, as well as convictions spent or otherwise). If an applicant is shortlisted to attend for interview, he / she will be invited to submit details of any criminal involvement in advance of the interview. Questions relating to criminal activity will be asked at interview, and all candidates who are offered a position, will have their details submitted to the Criminal Records Bureau for enhanced disclosure information (under the Police Act 1997). Further information in relation to this can be found on www.disclosure.gov.uk

Please note that having a criminal record does not automatically exclude applicants from being considered for employment.

Section 11- Supporting Information

This is the most important part of your application, providing you with the opportunity to demonstrate to the Company that you have the right skills and/or experience to meet the requirements of the post for which you are applying.

You should study the details within the job description and employee specification and provide supportive written evidence that matches this information with your own particular qualities and experience.

The information may be handwritten or produced on computer and attached on a separate sheet.
(You are reminded that CV'S are not acceptable).

Candidates failing to complete this section cannot expect to be shortlisted for interview.

Equal Opportunities Monitoring Sheet

ategi would be grateful if applicants could complete the Equal Opportunities form attached to the application form. This sheet will be detached prior to any selection process taking place.

REGIONAL OFFICE (WALES)

Unit 6, Ty Nant Court
Morganstown
Cardiff, CF15 8LW
Tel: 029 2081 3434



REGIONAL OFFICE (ENGLAND)

8 Dashwood Avenue
High Wycombe, Buckinghamshire
HP12 3DN
Tel: 01494 473357

HEAD OFFICE

Smith House, Cardiff Road
Rhydyfelin, Pontypridd, CF37 5HP
Tel: 01443 484400



INVESTORS IN
PEOPLE UK

APPLICATION FOR EMPLOYMENT

(ategi operates an equal opportunities policy)

Position applied for:	Location:
How did you learn of this vacancy?	

1. PERSONAL DETAILS

Surname:	Forenames:
Previous Surname: (if applicable)	Address:
Tel No:	Post Code:
	Mobile No:

Are you related to anyone involved with ategi in a paid or voluntary capacity? YES NO*

2. REFERENCES

Please give details of two referees including your current or most recent employer.
(FRIENDS AND RELATIVES ARE NOT ACCEPTABLE)

Name of Organisation:	Name of Organisation:
Address:	Address:
Contact Name:	Contact Name:
Job Title:	Job Title:
In what capacity is this person known to you:	In what capacity is this person known to you:
Tel No:	Tel No:

If you are shortlisted for interview, may we approach your referees before interview: YES NO*

* Delete where applicable

PART B

3. TRANSPORT

- 3.1 Do you have a driving licence? FULL/PROVISIONAL/NONE*
- 3.2 Do you own a car? YES NO*
- 3.3 Are you prepared to use your car in association with your work? YES NO*
- 3.4 Please give any details of endorsements:

4. LANGUAGES

- 4.1 What is your first language?
- 4.2 Do you speak/read any other languages? If so to what level of proficiency?

5. LEGAL RIGHT TO WORK IN THE UK

Under the Asylum & Immigration Act 1996, ategi has a responsibility to ensure that only those legally entitled to live and work in the UK are offered employment. Do you have a passport, work permit or other document to show that you are entitled to work in the UK, as you will need to provide these prior to starting employment? YES NO*

If yes, please give details (passport number /visa type / date of expiry etc.):

6. EDUCATION

6.1 SECONDARY EDUCATION

Secondary Schools attended	From	To	Examination attainments

*Delete as applicable

PART B

6.2 FURTHER EDUCATION

College/University	From	To	Qualification(s) attained

6.3 TRAINING (in relation to the post for which you are applying)

Training organisation	Dates of training	Subject

6.4 Do you belong to any professional organisations? YES NO* If yes please give details:

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7. EMPLOYMENT HISTORY

Please list below details of past employment starting with your most recent.

Present/Most recent employer & type of business	Dates Employed	Job Title and Summary of Duties	Salary and Reason for Leaving

*Delete as applicable

PART B

7. EMPLOYMENT HISTORY (CONTINUED)

Please list below details of past employment starting with your most recent. (Continue on separate sheet if insufficient space below)

Present/Most recent employer & type of business	Dates Employed	Job Title and Summary of Duties	Salary and Reason for Leaving

7.1 Please give details of any gaps in your study and employment history:

PART B

8. AVAILABILITY

8.1 Please state any dates you would not be available to attend for interview:

8.2 What is your current notice period ?

8.3 If offered this position, would you continue to work in any other capacity? YES NO*

If yes, please give details:

8.4 Please tick the appropriate boxes below indicating the times you are prepared to work (not applicable to office-based posts):

Days

Nights

Weekends

Bank Holidays

8.5 Please indicate the type of working hours you are seeking:

Full time Part time Relief No of hours are prepared to work per week:

9. REHABILITATION OF OFFENDERS ACT 1974/POLICE ACT 1997

As ategi meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 and the Police Act 1997, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau (CRB) before an appointment is confirmed.

Do you have any criminal convictions (spent or otherwise)? YES NO*

Outline any criminal charges that are current, are spent or have not yet been dealt with by the courts.

Signed

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10. COMMUNITY/VOLUNTARY WORK EXPERIENCE

Please give details of any community or voluntary work you have done in the past, providing dates, names and addresses of organisations and the type of work undertaken.

PART B

11. SUPPORTING INFORMATION

Please give your reasons for applying for this post in relation to the job description and employee specification, supporting your reasons with details of relevant experience and skills. (Please continue on a separate sheet if necessary)

This section must be completed by all applicants

PART B

11. SUPPORTING INFORMATION (CONTINUED)

APPLICANT'S DECLARATION

I confirm that the information I have provided in this application is a true record.

Signed:

Date:



EQUAL OPPORTUNITIES MONITORING SHEET

ategi is committed to the principal of equal opportunities and to policies to eliminate unfair discrimination on grounds of sex, race, age and disability. Monitoring is essential to ensure that these policies are being properly implemented. The answers to the questions below will provide statistical information to enable the Company's selection process to be carried out effectively. This sheet will be detached before your application is considered, and any information given will be held in strict confidence.

We ask for your co-operation in completing this sheet.

Post applied for:

Date:

Where did you learn of the vacancy?

Surname:

Forename/s:

ETHNIC GROUP (please choose one section from A to E then tick the appropriate box to indicate your cultural background)

A White

- British
- Irish
- Any other White background (please specify)

B Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background (please specify)

C Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (please specify)

D Black or Black British

- Caribbean
- African
- Any other Black background (please specify)

E Chinese or other ethnic group

- Chinese
- Any other (please specify)

Are you a person with a disability? Yes No