

# Guidance Notes for Application Form

Thank you for choosing to apply to work for CrossReach. CrossReach has produced these notes to assist you in completing your application form. In addition they aim to provide supplementary information to allow you to understand why some information is required to work with CrossReach, as we provide care and support for children, young people and vulnerable adults.

As an employer of choice for those entering or moving within the Voluntary Social Care Sector, CrossReach places emphasis on providing a quality service and therefore has rigorous selection procedures in place to ensure that our service users are safe in our care. As such our application form has been designed to ensure that a full picture can be built on candidates' previous employment, educational history and personal identity. CrossReach therefore does not accept CVs and requires all applicants to fully complete an application form. Please ensure that you complete all sections of the application form which are relevant to you. You must ensure that any gaps in your employment history are fully explained.

## Declaration

Please ensure that you sign and date your application form, confirming that all the information you have provided is accurate. Application forms that have not been signed will not be processed further. Please be aware that online applications will need to be signed at interview.

## Professional Referees

On your application form you should provide the names of two people who can comment on your suitability to undertake the post you are applying for. At least one of these referees should be your line manager with your current or most recent employer. CrossReach will contact your referees prior to an offer of employment being issued. In addition, CrossReach reserves the right to contact any previous employer prior to an appointment being offered.

Christian commitment reference - as the post you are applying for requires an Occupational Requirement in terms of the Equality Act 2010 you are required to provide the name of someone who can comment on your Christian commitment. This referee does not need to be a Minister or Church Leader but someone, provided the person is not a relative, who can confirm you will be able to uphold and promote the Christian Ethos of CrossReach.

## Christian Ethos - Operational Summary

We aim to show the practical side of our Christian faith by reflecting Christian love to people who use our services, through our leadership, management and working relationships.

## Qualifications

Please list all qualifications you hold which are relevant to the post for which you are applying. In line with safer recruitment practices CrossReach requires you to provide all information including start and end dates and award bodies. If you are invited to interview you will be required to bring your original certificates for a member of the interview panel to verify.

## Employment History

In line with safer recruitment practices CrossReach requires you to provide full details of all previous employers including start and end dates as well as any period of unemployment. If you require more space to include your full employment history details please insert an additional page ensuring that all the same information is provided.

## Our Values

- We will accept and respect everyone for their own individual worth.
- We will consult with and involve individuals and/or their representatives in issues that affect them.
- We will ensure that the reasons for our actions are transparent and that we act with integrity.
- We will treat everyone with fairness and consistency and be accountable for our actions.
- We will seek to serve and support everyone in a spirit of grace, humility and compassion.

## Safeguarding Checks

All posts within CrossReach are subject to receipt of a satisfactory PVG/Disclosure Certificate through Disclosure Scotland. In addition if you are offered this post you will be required to complete a comprehensive self declaration form. Overseas Vetting checks will also be undertaken for Non-UK Nationals and applicants who have lived outside the UK for at least three consecutive months prior to application. You will not be allowed to commence in post and your contract will not be confirmed until these have been received and verified as satisfactory.

## Asylum and Immigration Act 1996

Section 8 of the Asylum and Immigration Act 1996 requires all employers in the United Kingdom to make basic document checks on every person they intend to employ, thus ensuring they are not employing people who are not permitted to work legally in the UK. If you are invited for interview for any post within CrossReach you will be required to bring original documentation which confirms you are legally permitted to work in the UK.

## Rehabilitation of Offenders

This post is covered by the terms of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) 2003. Detailed below is how this affects the way in which you answer the questions in this section on your application form.

The Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) 2003 allows people who have been convicted of certain criminal offences to regard their conviction as 'spent' after a lapse of a set period. This means that no reference need be made to the conviction or any circumstances relating to it. However, posts within the employment of CrossReach are exempt by virtue of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) 2003 and you are required not to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act.

You are not required to declare a protected conviction. A conviction will only be 'protected' if it is categorised as 'less serious' and it meets one of the three criteria below:

- The sentence imposed was admonition or absolute discharge, or the discharge of the referral of a child's case to a children's hearing
- The person was under 18 years of age at the time the offence was committed and at least seven years six months have passed since the date of that conviction
- The person was over 18 years of age at the time the offence was committed and at least 15 years have passed since the date of that conviction.

Applicants are not required to disclose spent convictions for offences included in Schedule B1, 'offences which are to be disclosed subject to rules' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

Offences which are to be disclosed subject to rules (see link below): <https://www.mygov.scot/offences-always-isclosed/uksc-offences-always-disclosed-list-2015.pdf?inline=true>

In completing the attached application form you are asked if you have any convictions for criminal offences. In completing this section of the form you are asked to note that for the purpose of this employment you are required to give details of all past criminal convictions (including those 'spent').

Please note that failure to advise of any convictions when completing the application form could lead to disciplinary action, including summary dismissal where appropriate.

## Armed Forces Covenant

We guarantee an interview for those veterans who have a service related injury, providing they meet the essential criteria for the role.

## Next Steps

You should hear about your application within three weeks of the closing date.

# Guidance Notes for Applicants contd.

## Occupational Requirement Guidance

The post for which you have made an application requires you to have a Christian commitment and uphold the Christian Ethos of CrossReach. This post is covered by the Equality Act 2010. In terms of the above regulations this requirement is deemed to be an ongoing Occupational Requirement. This is justified by the fact that it is:

- Central to the job
- Reflected in the duties of the job or the context in which the job is carried out
- Linked to the personal requirement of the job
- Related to the Christian Ethos.

## Christian Ethos

We aim to show the practical side of our Christian faith by reflecting Christian love to the people we support, through our leadership, management and working relationships.

## Christian References

In completing the application form you must give the name of a referee who can comment on your ability to fulfil the Christian related job requirements. This should not be a relative.

## Statement of Faith

In applying for this post you will need to affirm your agreement with the following Statement of Faith. Please note this is an ongoing requirement for this role:

- We believe in one God
- We praise God the Father
- We proclaim Jesus Christ, God the Son
- We trust God the Holy Spirit
- We rejoice in the gift of eternal life.

### If you are successful in obtaining an interview you will be required to:

- Demonstrate understanding of our Christian Ethos
- Describe occasions in your life when you have behaved in ways consistent with our values
- Evidence that you can fulfil the duties of the role.



The Church of Scotland  
Social Care Council

Operating as CrossReach, Scottish Charity No: SC011353