



## SUMMARY OF TERMS AND CONDITIONS

### JOB ROLE:

#### 1. Basis

This is a \_\_\_\_\_ post. The hours of work are \_\_\_\_\_ per week, which are flexible to include some early starts and later finishes, required as part of the post holder's duties. The post holder's Line Manager will conduct regular performance reviews. Please note that Early Break does not operate flexi-time or TOIL systems.

#### 2. Salary

The salary for this post is \_\_\_\_\_ EB Pay Spine \_\_\_\_\_ per annum. Salary will be paid monthly by Bank or Building Society Credit Transfer.

#### 3. Annual Leave

Annual leave entitlement is 30 days, plus 8 Statutory Bank Holidays. Up to three leave days may be designated by the Service each year for Christmas period closure. This is pro rata for part time staff.

#### 4. Pension

Early Break will contribute 6% of salary on a monthly basis to each employee's Personal Pension Scheme, administered by Aegon. This will be set up for each new employee at the start of his/her employment with Early Break. In the event of an employee having an existing Personal Pension Scheme, then this may be nominated as the recipient of the Employer's (Early Break) contribution. Evidence of the pre-existing scheme must be provided by the employee before this can be actioned.

#### 5. Equal Opportunities

Early Break is committed to equal opportunities and non-discriminatory practice and there is an obligation to all staff to respect, and act in accordance with, this policy.

#### 6. Training and Development

As part of the worker appraisal/review process, training needs will be identified. These may be met by workers having opportunities to attend in-house training courses as well as appropriate external courses. All workers are responsible for their own learning and development and Early Break is committed to providing professional development opportunities to workers in order to provide the best possible service to clients.

#### 7. Notice

Written notice of \_\_\_\_\_ is required from the Postholder in the event of termination of the work contract after the successful completion of the probationary period.

#### 8. Flexibility

All workers are required to work flexibly and adapt to changes so that the Service can stay as responsive as possible to Client, Service and Commissioners' needs.

**PLEASE NOTE THAT ANY OFFER OF EMPLOYMENT AT EARLY BREAK IS MADE SUBJECT TO SATISFACTORY REFERENCES AND SATISFACTORY ENHANCED DISCLOSURE AND BARRING CHECK.**

**A MEDICAL ASSESSMENT WILL BE CARRIED OUT ONLY AFTER AN OFFER OF EMPLOYMENT HAS BEEN MADE.**

## APPLICATION FOR EMPLOYMENT

### CONFIDENTIAL

*Please use black ink or typescript, as it will be necessary to photocopy your application.  
Please complete in full. Any information provided by CV will not be considered  
Applications received after the closing date will not be considered.*

#### Post applied for:

Please complete this form in black ink or typescript and return with a covering letter attached.

#### Personal

Surname:		First name:	
Address:		Contact telephone no:	
		Email:	

#### Education - in date order [most recent first]. Please continue on separate sheet if necessary.

Institution	Examination and Subjects studied	Date & Grade of Exam/Award

**NOTE:** If offered a post with Early Break you will be required to provide evidence of your qualifications

#### Details of Continuous Professional Development [during last two years]

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#### Present or Most Recent Employment *Please include job title, key duties and current salary*

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**Previous Employment - in date order (most recent first).** Please continue on separate sheet if necessary

From	To	Title and Key Duties	Employer's name/location	Reason for leaving

Do you hold a valid UK driving licence?

Yes

No

How did you find out about this post?

**GDPR (General Data Protection Regulation) 2018**

I understand that if appointed I will be required to provide the necessary information to enable a personnel file and computerised record to be set up.

Details of our privacy policy can be found at:

<https://earlybreak.co.uk/app/uploads/2018/09/Data-Protection-Privacy-Policy-for-Website-2018.pdf>

Your application form will be held on record for 6 months following the closing date of this vacancy

Please tick the box to consent to your application being held on record for 6 months

Signed:

Date:

The Role Specification lists a number of key areas of knowledge, skills and experience essential to this post. Please demonstrate how you meet each of these requirements. You may also include:

- i) details of any relevant experience gained either at work, home or in a voluntary capacity
- ii) details of any relevant training/education you are undertaking or have previously undertaken.

**THIS IS WHERE YOU MAKE YOUR CASE FOR THE JOB.** Examine the skills and experience being asked for and provide evidence by giving specific examples that you possess **RELEVANT** to do the job. Give thought to previous work experience or other responsibilities that may assist you to uncover skills that you may have taken for granted. Do not forget the skills and experience that you may have gained outside full-time work. If you have been out of paid employment for a time, or have never been employed, your job history may be less important than some of the responsibilities and experience that you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time.

**Please continue on another sheet of paper if necessary, but restrict your answer to a maximum of 3 additional sides of A4 (handwritten) or 2 sides of A4 typed with type font not less than 11 points**

## REFERENCES

Please give the name and address of two referees, both of whom should, if possible, be former employers. The first should be your present or most recent employer. If school/college leaver, give the Head Teacher/Tutor etc. You should not give relatives as referees. Nursing staff should supply a reference from their current Director of Nursing Services or equivalent. If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well to confirm the information that you have given and to comment on your ability to do the job. Internal candidates should give the name of their current Line Manager.

### Referee One

Name:

Occupation:

Relationship to you:

Address:

Tel No:

Email:

### Referee Two

Name:

Occupation:

Relationship to you:

Address:

Tel No:

Email:

## DECLARATION

Whilst considering applications from individuals who have in the past misused alcohol or drugs it would be inappropriate for someone to provide support and counselling to someone trying to stop or control their misuse, who is still misusing alcohol and/or drugs or has only recently stopped. Therefore, anyone applying to work for Early Break must be able to declare that at the time of their application they have not used alcohol/drugs problematically within the last 24 months. In this context "problematic use" also includes medication for withdrawal from drugs in the last 24 months.

**I declare that I have not used alcohol/drugs problematically within the last 24 months. The particulars I have set out on this application form are true in all respects.**

Signature of applicant:

Date:

Please email completed application forms to: [recruitment@earlybreak.co.uk](mailto:recruitment@earlybreak.co.uk)

or by post to:

Early Break, Annara House, 7-9 Bury Road, Radcliffe, Manchester, M26 2UG

Any questions or queries to 0161 723 3880 or email [recruitment@earlybreak.co.uk](mailto:recruitment@earlybreak.co.uk)

## Asylum & Immigration Act 1996

It is now a requirement that, before any offer of employment can be made, all candidates provide Early Break with confirmation of their eligibility to work in the UK by providing ONE of the ORIGINAL documents detailed below.

Consequently, would you please tick the appropriate box detailing which document you would intend to bring with you, if you were invited for interview? It would be helpful if you could bring the original document, plus a copy.

You should be aware that a copy of the document will be retained on file.

- A document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or the Northern Ireland equivalents) which states the National Insurance number of the person named.
- A passport describing the holder as a British Citizen or having the right of abode in - or an entitlement to readmission to - the United Kingdom.
- A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that the holder has the right of abode in the United Kingdom.
- A certificate of registration or naturalisation as a British Citizen.
- A birth certificate issued in the United Kingdom, the Republic of Ireland, the Channel Islands or the Isle of Man.
- A passport or national identity card issued by a State which is a party to European Economic Area Agreement and which describes the holder as a national of that State.
- A passport or other travel document endorsed to show that the person named is exempt from immigration control, has indefinite leave to enter, or remain in, the United Kingdom or has no time limit on his or her stay; or a letter issued by the Home Office confirming that the person named has such status.
- A passport or other travel document endorsed to show that the person named has current leave to enter or remain in the United Kingdom and is not precluded from taking the employment in question, or a letter issued by the Home Office confirming that this is the case.
- A United Kingdom residence permit issued to a national of a State which is a party to the European Economic Area Agreement.
- A passport or other travel document endorsed to show that the holder has a current right of residence in the United Kingdom as the family member of a named national of a State which is a party to the European Economic Area Agreement and who is resident in the United Kingdom.
- A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that the person named in the letter is a British citizen or has permission to take employment.
- A work permit or other approval to take employment issued by Work Permits UK (formerly Department for Education and Employment) or, in Northern Ireland, by the Training and Employment Agency.
- A passport describing the holder as a British Dependent Territories Citizen and which indicates that the status derives from a connection with Gibraltar.

ALL CANDIDATES MUST NOTE THAT, UNLESS ONE OF THE ABOVE ORIGINAL DOCUMENTS HAS BEEN PRODUCED, NO OFFER OF EMPLOYMENT WILL BE MADE.

PLEASE ATTACH THIS FORM TO YOUR COMPLETED APPLICATION FORM PRIOR TO RETURNING IT TO EARLY BREAK.

## GUIDANCE NOTICE TO APPLICANTS

### **Convictions and 'Spent' Convictions of a Criminal Nature**

You will appreciate that Early Break, being responsible for the provision of services and support to young people, must be particularly careful to inquire into the character and background of applicants for appointment to posts for those working with these vulnerable groups.

Due to the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 [Exemptions] Order 1975 ["the Order"] and subsequent legislation. Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Order.

It is therefore essential when making your application, you disclose any criminal conviction both spent and unspent, cautions, reprimands and final warnings and any other information that may have a bearing on your suitability for the post. In the event of employment, failure to disclose such convictions that may have been recorded against you could result in disciplinary action being taken against you, which could result in dismissal.

The fact that convictions may have even recorded against you does not necessarily debar you from employment with Early Break. Each application is considered on its merit so it cannot be stressed enough that openness is essential.

You must therefore answer the question on the application form about criminal convictions answering YES or NO. If the answer is YES you must provide details which should be submitted in a sealed envelope marked 'strictly private and confidential' and firmly attached to the application form. Any information given will be completely confidential and will be considered only in relation to the position to which the order applies. The object of the notice is not, in anyway, to reflect upon applicant's integrity but it is necessary to protect Early Break and its service users.

### **Disclosure Checks**

Applicants are advised that before any offer of employment is made in addition to other normal character references taken from referees / last employer, an Enhanced Disclosure Check will be made with the Disclosure and Barring Service or Disclosure Scotland in the event of a successful application. Details of this process will be sent to successful candidates.

Early Break operates and adheres to the Codes of Practice on the use of, storage of, and handling of Disclosure Information as issued by the Disclosure Agencies.



## REHABILITATION OF OFFENDERS ACT 1974

Under the Rehabilitation of Offenders Act 1974, a conviction becomes “spent” after a defined length of time has elapsed. The length of time which has to elapse depends on the rehabilitation period and therefore on the type of conviction.

Changes to the Rehabilitation of Offenders Act 1974, introduced by the Legal Aid, Sentencing and Punishment of Offenders Act 2012, came into effect on 10 March 2014.

Under the Rehabilitation of Offenders Act, after a specified period of time, most convictions and cautions become spent. Offenders do not have to reveal their spent convictions or cautions to an employer, **unless the occupation is covered by the Exceptions Order, for example where the individual will be working with children.**

Rehabilitation Periods from 10 March 2014 (Custodial Sentences)	
Sentence Length	New rehabilitation period is the period of sentence, plus the 'buffer' period below, which applies from the end of sentence]
0 – 6 months	2 years
6 – 30 months	4 years
30 months to 4 years	7 years
Over 4 years	Never spent
Rehabilitation Periods from 10 <sup>th</sup> March 2014 (Non-custodial Sentences)	
Sentence	Buffer period (will apply from end of sentence]
Community Order and Youth Rehabilitation Order	1 year
Fine	1 year (from date of conviction)
Absolute discharge	None
Conditional discharge, referral order, reparation order, action plan order, supervision order, bind over order, hospital order	Period of order

Where you are applying for a post in one of the excluded categories (e.g. posts that involve dealing with children and young people), this will be explained to the applicant that they are required to disclose both spent and unspent convictions.

### Criminal Record Declaration Form

As stated on the application form, because of the sensitive nature of the duties of the post holder will be expected to undertake, you are required to disclose details of any criminal record.

**Note that the post you have applied for is exempt from the Rehabilitation of Offenders Act 1974 and subsequent legislation, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.**

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?

YES      NO

If yes, please give details of offences, penalties and dates.

Date	Offence(s)	Court	Sentence

Is there any additional information, such as police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for the post?

YES      NO

If yes, please give details.

I certify that the above is accurate and that I understand that if I have made any false declaration or omission this may result in disciplinary action being taken and could lead to my dismissal.

Signed:

Name:

Date:

DIVERSITY MONITORING INFORMATION							
<p>Early Break aims to be an Equal Opportunities employer. To help us monitor our recruitment procedures, we would appreciate it if you could return this form with your application. Completing this section is optional. Diversity monitoring information about your ethnic or racial origins or religious or philosophical beliefs is called 'sensitive personal data'. This sensitive information will be used for monitoring purposes only and will not be used in deciding your suitability for the job at any stage of the selection or shortlisting process. The Data Protection Act 1998 requires your consent before this processing can take place – see declaration below.</p>							
Age		Gender		Marital Status			
<p>Ethnic origin (relates to a sense of identity/belonging on the basis of race/culture. I would describe myself as) Please tick the boxes which most closely describes you</p>							
<b>A White</b>							
British		Irish		Any other white background (please write in)			
<b>B Mixed</b>							
White & Black Caribbean		White & Black African		White & Asian		Other (please write in )	
<b>C Asian or Asian British</b>							
Indian		Pakistani		Bangladeshi		Other (please write in)	
<b>D Black or Black British</b>							
Caribbean		African		Other (please write in)			
<b>E Chinese or Chinese British or other Ethnic Group</b>							
Chinese		Other (please write in)					
<p>Do you consider yourself to be disabled? YES      NO</p> <p><b>DISABILITY DEFINITION</b> Individuals who were registered under the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996 are treated as being disabled under the Disability Discrimination Act 1995 (DDA). The DDA states: '<b>a person has a disability...if he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.</b>' The person must satisfy the four criteria in bold in the above statement to fall under and, therefore, be protected under the DDA. This definition is subject to amendments made by the DDA 2005 and Equality Act 2010.</p>							
<p>By stating YES in the box, you will be giving your consent to the processing of the sensitive information you have supplied in this section. Declaration: I have read and understood the data protection information above and agree and consent to the processing of the information that I have supplied about me. <b>YES      NO</b></p>							
Signed:		Name:		Date:			

