

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

### **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

LOPC has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to LOPC safer recruitment process.

### **PRE- EMPLOYMENT VETTING**

As part of its safer recruitment and selection process, LOPC operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below.

### **Declaration of Previous Convictions**

The **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended** makes certain regulated activity (i.e. work with children and/or young people) exempt from the Act and therefore, requires individuals seeking to work with these groups to be subject to Enhanced Criminal Records Bureau Disclosure checks amongst others.

This post is classed as exempt under the Rehabilitation of Offender Act 1974 (Exceptions) Order 1975 as amended. Therefore, you are required to reveal all convictions, both spent and unspent in your application.

### **Criminal Records Bureau Disclosure (CRB)**

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced CRB Disclosure; this will include a check against the Protection of Children Act (PoCA) List and List 99. For posts working with vulnerable adults, this will include a check against the Protection of Vulnerable Adults (PoVA) List. A List 99 check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

For posts working with children and/or young people, LOPC policy requires all short listed applicants to complete a CRB Disclosure Application form at the interview stage. We give an undertaking to destroy the forms and identity documents of all unsuccessful candidates. We will also retain, with the permission of the applicant, the CRB Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.

### **Qualifications**

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.



# APPLICATION FORM

## Registration with a Professional Body

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. LOPC will verify registration/membership with the relevant professional body.

## References

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people.

If you have undertaken voluntary work with children and/or young people you should use the voluntary as a referee.

If you have not previously worked with either children and/or young people you must provide a character reference from someone who is able to confirm your suitability to work with children and/or young people. This would normally be someone in authority e.g. a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, LOPC will seek references from educational establishments for those applicants with no previous employment history.

**Under no circumstances will Open References (i.e. addressed "to whom it may concern") be accepted.**

In all cases, LOPC will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

## Eligibility to Work in the UK

LOPC has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Residents of the European Economic Area (EEA) will be able to provide evidence by presenting a valid passport. Residents from the 8 Accession States must be registered with the **Accession State Workers Registration Scheme**.

Further information about the scheme can be obtained from [www.workingintheuk.gov.uk](http://www.workingintheuk.gov.uk) or by telephoning 08705 210 224.

## **IMPORTANT NOTICE TO ALL APPLICANTS**

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post.

Please note that the information provided on this form will be processed in accordance with the Data Protection Act 1998. You should complete all sections in Black Ink or Electronically. We will use this form to help us decide your suitability for the job so please make sure it is accurate and complete. You should read the enclosed notes prior to completing this form.



Approved Centre for Climbing,  
Trekking and Water sports  
No. L8287 – R0628



INVESTOR IN PEOPLE

Registered Charity Number 1074671



## APPLICATION FORM



Post applied for	Closing Date
Seasonal Instructor	15 <sup>th</sup> February 2010

Loughborough Rd  
Leicester  
LE4 5PN  
Tel: 0116 268 1426  
Email  
[info@lopc.co.uk](mailto:info@lopc.co.uk)  
[www.lopc.co.uk](http://www.lopc.co.uk)

**Please note that late applications will not normally be considered.**

Personal Details		
Title: e.g. Mr/Mrs/Ms	National Insurance Number:	
First Name(s):	Surname:	
Address:		
Post Code:		
Daytime Tel:	Mobile:	Email: This will be preferred method of contacting acting candidates.
Evening Tel:		
<b>Employment</b> a) Current Employer (or last employer if you are not currently employed) Please give details of your current employer (or last employer if you are not currently employed). You should note that we may ask your employer to confirm the details you provide in your application in a job reference.		
Job Title:		
Responsible to:	Date Appointed:	
Employer's Name:	Present Salary/ Wage:	
Employer's Address	Other Benefits:	
Post Code:	Notice Required:	
Do you hold a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Brief Description of Duties:		
Reason for seeking other employment and making this application:		



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Disabled Job Applicants - Positive Action and Access Requirements Wherever possible, we will make reasonable adjustments to ensure that disabled applicants are not disadvantaged in our recruitment and selection process. When we talk about reasonable adjustments, we mean making provisions or alterations to the test or interview to remove any barriers faced by disabled applicants. Tell us here about any access requirements you may have, or reasonable adjustments you would like us to consider, should you be invited for an interview or test for this post.

b) Previous Employment Give details here of all previous periods of employment starting with the most recent first. We may check the information you have given or may request a reference from any of your previous employers.

Employer	Job Title & Role	Salary	From	To	Reason for Leaving

c) Gaps in Employment  
Tells us about any gaps in your employment history

From	To	Reason

### Education (Please give relevant details)

Secondary School / College / University	Dates From:	Dates To:	Summary of Qualifications gained	Dates from:	Dates To:



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<b>Coaching and Other Qualifications e.g. NGB Coaching Awards, 1<sup>st</sup> Aid, Business Management etc.</b>		
Description of Award	Award Date	NVQ Level

<b>Relevant Training</b>
(Please include organising body, date and duration)

<b>Employment Status:</b>
Are you aware of any restrictions that may apply to being employed in the U.K?
Please circle:                      Yes                      No
<b>Attendance Record</b>
How many episodes of illness have you had during the past 2years?
How many days in total have you been ill and unfit for work over the same 2 year period?
<b>Rehabilitation of Offenders Act 1974</b>
This job you are applying for is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You <b>must not</b> withhold information about convictions which for other purposes are "spent" under the provision of the act. <b>In an event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by LOPC. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.</b>
HAVE YOU BEEN CONVICTED OF ANY CRIMINAL OFFENCE?                      YES <input type="checkbox"/> NO <input type="checkbox"/>
(PLEASE TICK AS APPROPRIATE)
IF YES, PLEASE GIVE DETAILS OF OFFENCE, INCLUDING DATE AND SENTENCE ON A SEPARATE SHEET
An Enhanced Criminal Records Bureau Check is a prerequisite for all paid and voluntary staff at LOPC. Are you willing to undergo an Enhanced Criminal Records Bureau Check? <sup>1</sup>
Please circle:                      Yes                      No



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**Information in support of your application.** Please give details of any relevant experience or other information in support of your application. CV's will not be accepted. You are advised to take account of the headings in the Person Specification (attached) when completing this section. (please use separate sheet if necessary, with your name and job applied for clearly displayed).



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**References:** You should provide details of two people who are prepared to act as referees for you. Your first referee should be your current manager (or last manager if you are not currently working). Referees will normally be contacted for applicants short-listed to attend for interview (unless your application form has been marked to show an approach should not be made at that time). Please note that references from family members or colleagues will not be accepted.

**You should ensure your referees are in a position to respond promptly.**

Name of referee:	Name of referee:
Position Held:	Position Held:
Organisation:	Organisation:
Address:	Address:
Post Code:	Post Code:
Tel:	Tel:
May we contact prior to interview? Yes / No (please circle)	May we contact prior to interview? Yes / No (please circle)

### Other Information

Are you related to any Trustee, Member or Employee of Leicester Outdoor Pursuits Centre?  
If so please give details.

### Declaration

By signing this declaration you are confirming the statements given below which may be referred to if required in the future.

- I confirm that the details that I have provided in this application form are correct, and that I have not deliberately withheld any relevant information. I have not canvassed any trustee or employee either directly or indirectly in connection with this application.
- I understand that the deliberate falsification of information, failure to disclose relevant information or act of canvassing on my part, may lead to my application being rejected, any offer of appointment being withdrawn or, actual appointment being terminated.
- I give consent for Leicester Outdoor Pursuits Centre to enquire about details of my attendance record over the last two years, including periods of sickness and the reasons behind them, for reference purposes, and held in accordance with the Data Protection Act 1998.
- I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998.

Signature:

Date:

### Data Protection:

Information provided in this application will be used solely for the purpose of selecting employees.



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### INFORMATION NOT TO BE USED FOR SHORT LISTING

Date of Birth:	Gender

ETHNICITY: (Please tick relevant box)							
White		Asian / British Asian		Black		Other	
British		Indian		British		Chinese	
Irish		Pakistani		Caribbean		Dual Heritage	
Other		Bangladeshi		African		Mixed Race	
		Other		Other		Other	

Nationality e.g. British

How did you become aware of this vacancy? [tick appropriate]	
Word of Mouth	
LOPC website	
BCU Canoe Focus magazine	

Please email completed application forms to [mark@lopc.co.uk](mailto:mark@lopc.co.uk) or post them to:

Mark Youd  
Leicester Outdoor Pursuits Centre  
Loughborough Rd  
Leicester  
LE4 5PN

Tel: 0116 268 1426

Applications must be received no later than Monday 15<sup>th</sup> February 2010.



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