

Hertfordshire Mind Network
Dacorum Wellbeing Centre
139 Leighton Buzzard Road
Hemel Hempstead
Hertfordshire
HP1 1HN
info@hertfordshiremind.org
www.hertfordshiremind.org

Community Support Worker (Safer Minds)

There is a vacancy available for the position of Community Support Worker with the new Safer Minds outreach project developed in partnership with Hertsmere Borough Council.

Safer Minds will provide advice, information, onward referral and holistic support to people who are experiencing mental ill-health in conjunction with drug and/or alcohol issues.

The role will work alongside service users to develop an individually tailored package of support that meets their needs and find the solutions that are right for each individual service user. This service is flexible and will help service users to resolve real-life difficulties and to improve their independence, quality of life and wellbeing.

The post holder will be responsible for providing the following to a caseload:

- Emotional and practical support.
- Helping to improve health and wellbeing.
- Housing related support and advice.
- Supporting benefit applications.
- Supporting access drug and alcohol services.
- Assistance in dealing positively with neighbourly disputes.
- Support to attend appointments with other services and community resources.
- Signposting and onward referral to other services and community resources.
- Helping to reduce episodes of crisis.
- Building life skills, confidence, resilience and self-esteem.
- Support to build social networks and reduce isolation
- Help to access other services, groups and activities that Hertfordshire Mind Network offers

The role will be based at our Borehamwood Wellbeing Centre in Hertfordshire.

Dear Applicant,

Thank you for your enquiry about the above post.

The application pack is made up of the following:

Job Advertisement
Job Description
Person Specification
Application Form
Equal Opportunities Monitoring Form

Please download and print the Job Application form and Equal Opportunities form and return to Steve Probyn at the above address or email alistair.flowers@hertfordshiremind.org

If you have questions regarding the position please email me or contact 07824 414 452.

Closing date for applications: Wednesday 1st August 2018, 5pm

Interview date: w/c Monday 6th August 2018

Yours Sincerely,

Alistair Flowers
Services Manager (Crisis & Complex Needs)

Community Support Worker (Safer Minds)

An exciting new opportunity has arisen for the position of Community Support Worker.

Borehamwood (including outreach to other areas) 37.5 hours per week

£20,500 per annum incl. Outer London Weighting (OLW)

Hertfordshire Mind Network has formed a partnership with Hertsmere Borough Council to provide an outreach Community Support Service called Safer Minds.

The aims of the Safer Minds service are; to provide advice, information, onward referral and holistic support to clients with drug and alcohol difficulties and mental ill-health who may have been victims of crime or have an offending history, particularly when they are coming into repeat contact with Police Services, Tenancy Sustainment Services, Housing and Homelessness Services and Environmental Health Services.

The objectives of the service are:

- To improve the mental wellbeing of people experiencing mental ill health and drug/ alcohol difficulties in Hertsmere.
- Reduce the use of police, ASB, tenancy enforcement, housing needs and environmental health services by clients whose primary need is related to mental ill-health.
- Improve the health and wellbeing of individuals experiencing mental ill health and drug and alcohol difficulties.
- Improve access to early help for people experiencing mental ill-health and drug and alcohol difficulties in Hertsmere.
- Improve tenancy sustainment for people experiencing mental ill-health and drug and alcohol difficulties.
- Support individuals to access more appropriate services, avoid committing crime and sustain housing.
- Support clients to build life skills, confidence, resilience, self-esteem and build social networks.
- Support clients to reduce episodes of crisis.
- To provide an assertive outreach approach for clients who are in crisis and/ or those that may have complex or multiple needs.

An application pack is available to download at www.hertfordshiremind.org

For more information contact 02037 273600 or email alistair.flowers@hertfordshiremind.org

An approved enhanced DBS check is required for this post

Closing date for applications: 15th June 2018, 5pm

Interview date: 21st June 2018

JOB DESCRIPTION

Job Title:	Community Support Worker (Safer Minds)
Salary Grade:	£18,500 - £19,167 per annum plus Outer London Weighting (OLW) dependent on skills and experience
Responsible to:	Senior Community Outreach Worker
No. of Hours:	Full-time (37.5 hours)
Main Base/s:	Hertfordshire Mind Network's Borehamwood Wellbeing Centre (role will include outreach to other locations)

Background to the Post

Hertfordshire Mind Network has formed a partnership with Hertsmere Borough Council to provide an outreach Community Support Service called Safer Minds.

The aims of the Safer Minds service are; to provide advice, information, onward referral and holistic support to clients with drug and alcohol difficulties and mental ill-health who may have been victims of crime or have an offending history, particularly when they are coming into repeat contact with Police Services, Tenancy Sustainment Services, Housing and Homelessness Services and Environmental Health Services.

The objectives of the service are:

- To improve the mental wellbeing of people experiencing mental ill health and drug/ alcohol difficulties in Hertsmere.
- Reduce the use of police, ASB, tenancy enforcement, housing needs and environmental health services by clients whose primary need is related to mental ill-health.
- Improve the health and wellbeing of individuals experiencing mental ill health and drug and alcohol difficulties.
- Improve access to early help for people experiencing mental ill-health and drug and alcohol difficulties in Hertsmere.
- Improve tenancy sustainment for people experiencing mental ill-health and drug and alcohol difficulties.
- Support individuals to access more appropriate services, avoid committing crime and sustain housing.
- Support clients to build life skills, confidence, resilience, self-esteem and build social networks.
- Support clients to reduce episodes of crisis.
- To provide an assertive outreach approach for clients who are in crisis and/ or those that may have complex or multiple needs.

Purpose of Post

The purpose of the Community Support Worker role is:

- To provide advice, information, onward referral and holistic support to clients with coexisting drug and alcohol difficulties and mental health ill-health. These will be clients who are presenting to the Police, Anti-Social Behaviour, Tenancy Enforcement, Housing and Environmental Health Services in the Hertsmere District.
- To ensure that the safety and wellbeing of the client is monitored and reviewed regularly.
- To remain a source of independent support for all clients.

- Embed a person centred and recovery orientated approach in all aspects of the roles and responsibilities. The Recovery approach includes empathy, warmth, acceptance, authenticity, compassion and humanity.

Accountability

You will be line managed by the Senior Community Outreach Worker for Hertfordshire Mind Network but will manage your own workload, prioritising tasks and working on your own initiative.

Key Responsibilities

- To receive referrals from the Police, District Council, Housing Providers, and other relevant services regarding clients who appear not to be coping and are making use of emergency services / crisis services / tenancy enforcement services due to their mental ill health.
- Receive self-referrals, including walk-in contacts at the Borehamwood Wellbeing Centre.
- To work closely with the St Albans and Hertsmere Domestic Abuse Refuge to enhance the way in which support is provided to individuals who have mental ill health and who are also experiencing domestic abuse. Priority will be given to individuals who have coexisting mental health and drug and alcohol difficulties.
- To undertake initial contact with clients and complete a holistic needs assessment, making use of assertive outreach work to achieve the initial client contact if required.
- To provide holistic support and advocacy services to clients experiencing mental ill health.
- Ensure all person centred risk assessments and support plans are completed as appropriate.
- To accompany clients to initial visits and appointments as necessary in order to ensure the sustained use of existing support services in the District.
- To liaise with other agencies to ensure that clients receive appropriate support and continue to remain engaged with the service.
- To assist clients to access appropriate mental health services, drug and alcohol services, housing/tenancy services and other services according to assessed needs.
- To establish effective pathways across a variety of agencies to maximise and provide effective partnership working.
- To work with partners both internal and external to ensure that vulnerable person's cases are monitored and risks evaluated in order to promote community safety.
- To work with multi agency partners to support the delivery of co-ordinated services for clients where appropriate.
- To work with the third sector and signpost to other agencies as necessary to improve the health and wellbeing of clients referred to the service.
- Proactively recognise the indicators of deteriorating mental health and facilitate appropriate action, whilst liaising with relevant agencies.
- To provide crisis/safeguarding intervention support. This will include responding to problems which pose an immediate risk.
- Support clients to build their emotional resilience and crisis planning tools, promoting self-management through building an understanding of their own triggers/coping strategies.
- To provide advocacy where it is requested by clients, accompanying them and ensuring their voice is heard when communicating with other agencies.

General

- To ensure compliance with legal, ethnical, regulatory and social requirements.
- To manage personal resources and own professional development.
- To ensure all duties are carried out in a manner which promotes equality and diversity.
- To promote a health and safety culture within the workplace, observe all health and safety rules and procedures as required and where appropriate conduct risk assessments.

- Ensure that essential information of a sensitive or personal nature is not disclosed to or discussed with inappropriate persons.
- All information must be maintained within the Data Protection Act.
- To be an active and effective team member.
- To work some hours outside of normal office hours (including evenings and weekends).
- At all times to carry out every aspect of your duties with due regard to HMN policies and procedures including the Equalities statement.
- To ensure Herts Mind Networks values are embedded in the service.
- To maintain a professional level of communication at all times.
- To keep clear records and plans of all contacts with clients, professionals and meetings with external agencies.
- Maintain full accountability to the project through supervision.
- Undertake other duties as may be reasonably determined by line management, the CEO or Board of Directors.

Total staff overseen

- As the service develops there may be line management responsibility for peer mentors and volunteers.

Person Specification

CRITERIA	Essential	Desirable
Knowledge/Qualifications		
A professional qualification or equivalent degree related to mental health, health or social care		✓
Knowledge and understanding of housing processes	✓	
Understanding of the principles of advocacy	✓	
Understanding of risk assessment and safety planning	✓	
Evidence of continual professional development	✓	
Experience		
Awareness of issues in mental health service provision	✓	
A good understanding of mental health conditions	✓	
Experience of working with vulnerable individuals	✓	
Experience of working with those affected by housing difficulties	✓	
Experience of managing a caseload	✓	
Evidence of working to deadlines, and achieving outcomes against targets	✓	
Creative and flexible approach to working with individuals	✓	
Demonstrable understanding of relevant legislation and policies in regards to child and adult at risk protection issues and legal responsibilities, such as the Data Protection Act, Safeguarding Children and Vulnerable Adults, Child Protection	✓	
Skills and Abilities		
Excellent communication skills and ability to develop effective working relationships at all levels both one-to-one and in groups	✓	
Ability to work on own initiative whilst retaining teamwork responsibility	✓	
Ability to work within the principles of equal opportunities and diversity	✓	
Maintain personal and professional boundaries	✓	
Monitor personal performance against targets and standards	✓	
To maintain confidentiality and adhere to data protection requirements	✓	
An understanding of partnership working and the ability to work as part of a multi-disciplinary/agency team	✓	
Ability to deal with stressful and difficult situations in a calm manner	✓	
Ability to work flexibly, independently and autonomously and prioritise and manage own workload including meeting targets and deadlines	✓	
Practical		

Good IT skills including Word, Outlook, Excel and PowerPoint, with proven ability to input and extract information and produce reports	✓	
Car driver with sole ownership of a vehicle and a clean driving license and willingness to travel to locations countywide	✓	
Personal Circumstances		
Ability to work some unsocial hours on occasion for example attending evening and weekend meetings	✓	
Show flexibility in working location due to the requirement to, on some occasions, for service provision outside of the Hertsmere area	✓	

Dear Applicant

Thank you for your interest in employment with Hertfordshire Mind Network. This application pack contains the following:

- Hertfordshire Mind Network Briefing Sheet
- Guidelines on completing your application
- Information on Short Listing and Selection
- Application Form
- Person Specification Form
- Declaration of Criminal Convictions Form
- Data Protection Act agreement
- Equal Opportunities Form

Please read all of the information thoroughly before beginning your application. Hertfordshire Mind Network will only accept completed application forms, and not Curriculum Vitae's. Our preferred method for accepting applications is via email. Please refer to the separate Job Description and Person Specification for more details about the role you are applying for.

Short listing will be based on the Person Specification Form, in your supporting statement. Please show how you meet the selection criteria.

Thank you again for your interest in working for Hertfordshire Mind Network and I look forward to receiving your application.

A WELCOME TO APPLICANTS

Dear Applicant

Thank you for the interest you have shown in Hertfordshire Mind Network. I would like to take this opportunity to tell you about our organisation.

Hertfordshire Mind Network's mission is to create opportunities for individuals to make choices, find their own solutions, build resilience and manage their whole life and wellbeing.

Hertfordshire Mind Network is an independently registered charity and company limited by guarantee. The organisation empowers individuals experiencing mental health conditions through services delivered from its Wellbeing Centres and accompanying Outreach Centres located across Hertfordshire.

Our mission is to create opportunities for individuals to make choices, find their own solutions, build resilience and manage their whole life and wellbeing. We won't give up until everyone experiencing a mental health problem gets both support and respect.

Hertfordshire Mind Network is affiliated to the national mental health charity MIND. We are driven by our values, which are:

- **Hope**
- **Empathy**
- **Respect**
- **Integrity**
- **Excellence**

I would encourage you to read our annual review which can be found on our website at <http://www.hertsmindnetwork.org/about-us/annual-review/>

If you are interested in being part of our transformational work with service users in Hertfordshire please do take the time to apply. We can offer you a fulfilling role in an organisation with real ambition for the people we serve.

Yours sincerely

Julie Nicholson
CEO

Guidance Notes
for completing an application for employment with
Hertfordshire Mind Network

INTRODUCTION

The application process is in two parts in order to serve two separate purposes:

- a) The post for which you are applying will bring you into direct contact with vulnerable adults. During our recruitment procedure we take steps to assess an applicant's suitability for such a position of trust. It is important that you understand the nature of the checks that we will make and when we will make them.
- b) The Person Specification Form is the key document that is used for short listing and selection.

It is separated into two parts to avoid unlawful or unfair discrimination for any characteristic defined by the Equality Act 2010, but also discrimination for reasons that are not related to the ability to do the job.

You must complete all parts of the application form. Curriculum Vitae (CV) are not acceptable; neither is an application form that simply refers to an enclosed CV.

HOW TO COMPLETE THE APPLICATION FORM

If the **Post Applied for section** is not completed, please complete it yourself.

1. PERSONAL DETAILS

The information given here will be used to contact you and to identify you accurately when contacting referees. The information will not be used in the selection process.

Hertfordshire Mind Network does not discriminate on grounds of age. Dates of birth and employment/education dates are requested in line with the Safeguarding – Safer Recruitment and Selection Guidelines.

Hertfordshire Mind Network ask for information on any disability you may have to enable us to consider any adjustments that we can make, either to the recruitment process itself, or in employment, in order to assist you.

2. CURRENT EMPLOYMENT

Please give us the details of your current employer and post or your college or university if you are a student. Complete this section also if you are employed in a voluntary capacity. If you are currently not in employment, then say so here. Please be as accurate as possible in the 'from' and 'to' dates, and provide us with a reason for leaving.

3. PREVIOUS EMPLOYMENT

It is very important that you list your previous employment in chronological order. All employment, including self-employment, consultancy, part-time and temporary jobs and unpaid employment, must be included.

4. EDUCATION AND QUALIFICATIONS

Make sure that you give all of the information needed, including qualifications and training that, whilst not essential, are useful and relevant to the job.

5. REFERENCES

Hertfordshire Mind Network request that references be taken up at short listing stage and before interview, so you need to be sure that your referees are willing and able to provide a reference. If you would prefer us not to contact your current employer until a conditional job offer has been made to you, please state this on the form. Any job offer will be made conditional until this reference has been received. One referee must be your current employer.

The 'Status' of each referee would be, for example, 'current employer' or 'university tutor'. Each referee must be able to comment on your professional abilities. **Note that references from friends or relatives are not acceptable.**

We may approach previous employers who have not been identified by you as a referee and may seek further information from referees who have supplied a reference. Previous employers will be asked whether there are any concerns about your suitability to work with vulnerable people.

6. GENERAL INFORMATION

From which source did you learn of this vacancy?

Your answer to this will help us to identify how best to target applicants for similar posts in the future.

Are you a relative or partner of any employee of Trustee of the Hertfordshire Mind Network?

We need to know this in order to ensure a fair selection process. If you are related to anyone at the HERTFORDSHIRE MIND NETWORK, then we will avoid asking your relative or partner to be part of the selection process.

Has someone completed this form on your behalf?

Please let us know whether you have completed this form yourself or someone else has completed this form. Note that your certification that the information is correct will be valid whether or not the form has been completed by you.

Have you had any previous contact, or do you have any current contact, with the Hertfordshire Mind Network?

We need to know this in order to ensure a fair selection process. If you have worked at the Hertfordshire Mind Network, then we will avoid asking anyone you previously worked with to be part of the selection process.

I certify that the information given is correct to the best of my knowledge

Your application will not be considered unless you sign this paragraph.

NOTES ON COMPLETING THE PERSON SPECIFICATION FORM

You are requested to complete this form (using supplementary sheets if there is insufficient space for your entries). It is essential that you complete and return this form with your application. This form is your chance to show us how well you can do this job.

In the **Knowledge/Education/ Qualifications** section, please provide us with details of your knowledge, education and qualifications basing your responses on the details provided on the Job Description

In the **Experience** section, please provide examples of when you have demonstrated the essential and desirable attributes detailed on the Job Description enclosed with this pack.

In the **Skills and Abilities** section, please give examples of when you have demonstrated the skills and abilities required of the role you are applying for:

DECLARATION OF CRIMINAL BACKGROUND INFORMATION

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 [Exceptions Order] gives some **exemptions** from the Act, whereby details of 'spent' convictions have to be declared. One of these exemptions is working with children, young people and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and 'unspent'.

NOTES ON THE EQUAL OPPORTUNITY POLICY - MONITORING FORM

Hertfordshire Mind Network is an Equal Opportunity Employer. To help us monitor our policy, we would be grateful if you would complete the details on this monitoring form.

Completion of this form will help us fulfil our general duty under the Equality Act 2010 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post.

The information you give on this form does **not** form part of the selection procedure. The form is separated from the application form and is only used to help us monitor effectively. It will be kept on a computer file.

DATA PROTECTION AGREEMENT

Personal data obtained from applicants during recruitment process will be held securely by the Hertfordshire Mind Network. Information provided will be used solely for the purposes of selection for the post advertised, unless express permission for additional use is sought from the applicant [e.g. if the applicants might be considered for other vacancies]. Other than for the successful applicant, no personal data provided in the course of the application other than that stored and processed as part of the Hertfordshire Mind Network's monitoring of equal opportunities will be retained beyond four months from the date from which applicants are informed of the outcome of their application. Please sign this form to agree to us processing the data you provide to us in the manner outlined above.

WHAT TO DO WHEN YOU HAVE COMPLETED YOUR APPLICATION

- 1.** Before signing your application form, please ensure that every section has been completed.
- 2.** Return the form as instructed in the covering letter of this pack, by the closing date shown in the advertisement.
- 3.** Applicants will only be acknowledged if a stamped self-addressed envelope is enclosed.
- 4.** Following short listing, you will be notified of the outcome of your application.

SHORT LISTING

Short listing will take place once the closing date for applications has passed.

SELECTION

In accordance with the Asylum, Nationality and Immigration Act 2006, we are required to verify that potential employees have the right to work in the UK. As an employer, we will be committing a criminal offence under the Act if we employ a person who is not entitled to work in the UK.

If you are selected to attend an interview, and you are an **UK/EU** citizen, or you are from **outside the UK/EU** but have been **granted indefinite leave to remain within the UK**, you will need to submit any ONE of the following documents or TWO documents if asked for in combination, to confirm your immigration status as having the right to work in the UK:

List A:

1. A passport showing that the holder, or a person named in the passport as the child of the holder is a British citizen or a citizen of the UK and colonies having the right of abode in the UK.
2. A Passport or National Identity Card showing the holder is a national of the European Economic Area (EEA)*, or Switzerland.
3. A registration certificate or document certifying permanent residence issued by the Home Office, to a national of the EEA or Switzerland.
4. A Permanent Residence card issued by the Home Office to a family member of an EEA country or Switzerland
5. A current Biometric Immigration document (Biometric Residence Permit) issued by Home Office to the holder which indicates that the person is allowed to stay indefinitely in the UK or has no time limit on their stay.
6. A current Passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK and has the right of abode in the UK or has no time limit on their stay
7. A current Immigration Status document issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK when produced **in combination with** an official document giving the person's national insurance number and their name issued by a government agency or previous employer.
8. A full birth or adoption certificate issued in the UK which includes the names(s) of at least one of the holder's parents or adoptive parents when produced **in combination with** an official document giving the person's permanent NI number and their name issued by a government agency or previous employer
9. A full birth certificate or adoption issued in the Channel Island, the Isle of Man or Ireland, when produced **in combination with** and official document giving the person's permanent NI number and their name issued by a government agency or a previous employer.
10. A certificate of registration or naturalisation as a British Citizen when produced **in combination with** an official document giving the person's permanent NI number and their name issued by a government agency or previous employer.

* Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

List B

1. A current Passport endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question.
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question.
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the person named can stay in the UK and is allowed to do the type of work in question when produced **in combination with** an official document giving the person's permanent national insurance number and their name issued by a government agency or a previous employer.
5. A Certificate of Application issued by the Home Office to a family member of a European Area Country or Switzerland stating that the holder is permitted to take employment **which is less than 6 months old** when produced **in combination** with a Positive Verification Notice from the Home Office Employer checking service.
6. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question when produced **in combination** with a Positive verification Notice from the Home Office Employer Checking Service.
7. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or a prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

If you are from outside the EEA you will need to produce a valid passport and a visa stamp confirming your right of residence and access to work within the UK.

If you do not have the right to work in the UK you will not be allowed to take up employment and may have your offer of employment withdrawn.

DISCLOSURE AND BARRING SECURITY CHECK

If you are selected for interview, you will be required to complete a DBS Disclosure that will be sent to the Disclosure and Barring Service (DBS) an executive agency of the Home Office if you are successful in getting the appointment.

If we ask you to come for an interview please bring the following with you:

- One form of photographic identification [e.g. a passport or new form of driving licence]
- Two items such as a utility bill, or bank statement, dated within the last three months which show your current address. If this is a problem please contact us

The Disclosure and Barring Service offers a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. Proof of identity as detailed above is required to complete the process.

Enhanced disclosure statements provide details of a person's criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for this type of work. Organisations using the Disclosure system must comply with a Code of Practice, a copy of which is available on request.

If you require further information about Disclosures you can visit the website www.disclosure.gov.uk or telephone the Disclosure and Barring Service information line on 03000 200 190.

The DBS will provide a report to you and to us on whether you have any history of criminal convictions, including cautions and bind over's. All posts at the Hertfordshire Mind Network's are exempt from the Rehabilitation of Offenders Act 1974. This means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

The information relating to criminal convictions will only be seen by the interview panel if we are considering offering you employment. If you wish to discuss the information that you have given, please mention this to an interviewer. Having made its selection, the panel may wish to discuss any information given with you. Having a conviction will not necessarily bar you from consideration for the post. Criminal records will be taken into account only when they are relevant to the position for which you are applying. Our policy on the recruitment of ex offenders is provided on page 19 in this pack.

COMPLAINTS PROCEDURE

If you feel you have been unfairly treated, you have the right to complain. If you wish to complain, you should write to:

Chair of the Trustees
Hertfordshire Mind Network
Dacorum Wellbeing Centre
139 Leighton Buzzard Road
Hemel Hempstead
HP1 1HN

Please state why you think you have been treated unfairly. Any complaint should be made no later than 14 days after you are informed of the result of your application.

Please note, before being made an offer of employment with the HERTFORDSHIRE MIND NETWORK, you will be required to consent to current/previous employment reference being taken up.

Application Form

Post Applied for: _____

All sections must be completed.

For guidance on completing this form, please refer to the notes for completing an application.

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Please specifically address the criteria detailed in the Person Specification.

How did you find out about this post?

- Our website
 Word of mouth
 Partner organisation (eg Turning Point)
- Other mental health organisation (eg Viewpoint)
 Newspaper
 Charity Job
 Jobsite
- CV Library
 Other, please specify: _____

1. PERSONAL DETAILS

Preferred Title:		National Insurance No:	
Surname:		First Name(s):	
Current Address:			
		Post Code:	
Telephone (Home):		Telephone (Mobile):	
Email address:			
Do you need a Work Permit before you can be employed in this country? Yes / No If yes, please give details			
Do you have any disability which may affect your application, interview or employment? Yes / No If yes, please give brief details of your disability and any reasonable adjustments. <i>We ask this question to enable us to consider any adjustments that we can make, either to the recruitment process itself or in employment, in order to assist you. This will not form part of the selection process.</i>			
If appointed, how soon could you take up the post?		Do you hold a current UK driving licence and access to a vehicle? Yes / No / Not required for this post	

2. CURRENT EMPLOYMENT

Employer and Establishment	Position and Brief Description of Duties	From	To	Reason for Leaving

3. PREVIOUS EMPLOYMENT DETAILS

Please list in chronological order, with precise dates. (Please use additional sheets as required)

Employer and Establishment	Position and Brief Description of Duties	From	To	Reason for Leaving
Employer and Establishment	Position and Brief Description of Duties	From	To	Reason for Leaving
Employer and Establishment	Position and Brief Description of Duties	From	To	Reason for Leaving

5. REFERENCES

Please give the name and address of two referees, one of whom must be your current or most recent employer, who can comment on your suitability for this post. If you were known by a different name, please also state this. If you would prefer us not to contact them until a conditional offer for the position has been made, please indicate this in the space provided. **References from friends or relatives are not acceptable.**

1) Name:	Status and capacity for knowing you:	May we contact this referee at short-listing stage
Address:		Yes/No
Email:		
Telephone:		
2) Name:		Yes/No
Address:		
Email:		
Telephone:		

6. GENERAL INFORMATION

Are you a relative or partner of any employee or Trustee of the Hertfordshire Mind Network? If yes, please provide details:	Yes/No
Has someone else completed this form on your behalf? If yes, please provide the person's name and an explanation:	Yes/No
Have you had any previous contact, or do you have any current contact, with Hertfordshire Mind Network? If yes, please give details:	Yes/No

7. DECLARATION

If you knowingly submit false information, or attempt to omit or conceal any relevant fact concerning your eligibility for employment then your name will be withdrawn from the list of candidates. Providing false information is an offence and if this is discovered after you have been appointed you will be liable for summary dismissal and may result in prosecution. You may also be referred to the Police.

Please sign this declaration acknowledging your responsibility to disclose any information to the panel which may affect working with children, young people or vulnerable adults.

I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

Signature:	Date:
-------------------	--------------

YOU NOW NEED TO COMPLETE THE PERSON SPECIFICATION FORM

Person Specification Form

Name:	
Job Title:	

PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry)

Please refer to the **Completing your Application** Guidance Notes for details on how to complete this form.

KNOWLEDGE/EDUCATION/QUALIFICATIONS

Please provide us with details of your knowledge, education and qualifications basing your responses on the details provided on the Job Description.

EXPERIENCE

Please give examples of projects, tasks, experience and learning you have undertaken which example your ability to demonstrate the competencies required of the role.

ABILITIES AND SKILLS

Please detail how you meet the person specification (detailed on the Job Description) for this post, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this job.

Signed :

Date:

YOU NOW NEED TO COMPLETE THE DECLARATION OF CRIMINAL BACKGROUND INFORMATION

HERTFORDSHIRE MIND NETWORK POLICY ON THE RECRUITMENT OF EX OFFENDERS

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates.

Hertfordshire Mind Network undertakes not to discriminate unfairly against any applicant on the basis of a criminal record or other information revealed. Criminal records and other information will be taken into account for recruitment purposes only when they are relevant.

We select all candidates for interview based on their skills, qualifications and experience

We ask all applicants called for interview to provide details of their criminal record. Depending on the nature of the position applied for, the Hertfordshire Mind Network may request details of your entire criminal record or only of 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We request that this information is sent with the Application Form and Person Specification form to the designated person within the Hertfordshire Mind Network (see Covering Letter for details of that person) and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. We would point out that, for the successful candidate, this information will be verified by requesting a Disclosure statement* from the Disclosure and Barring Service before the appointment is confirmed.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or subsequent dismissal.

We ensure that all those in the Hertfordshire Mind Network who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex offenders e.g., the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of any offences. However, we should make it clear that as the nature of the Hertfordshire Mind Network's work brings its workers into contact with children, young people** and/or vulnerable adults a criminal record or other information which makes the application unacceptable for a position of trust will render the applicant unsuitable.

As an organisation using the Disclosure and Barring Service* [DBS] to assess applicants' suitability for positions of trust, this policy complies with the DBS Code of Practice.

** Applicants for certain positions who are made a conditional offer of employment will be subject to a criminal record check – known as Disclosure - from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.*

*** young people are those under 18 years of age*

DECLARATION OF CRIMINAL BACKGROUND INFORMATION

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 [Exceptions Order] gives some **exemptions** from the Act, whereby details of 'spent' convictions have to be declared. One of these exemptions is working with vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and 'unspent'.

The information you provide will remain confidential		
Name:	Position applied for:	
Please give details, including date, offence and, where appropriate, sentence of all criminal convictions, cautions, reprimands and final warnings (spent and unspent) below. If none, please write 'NONE'.		
Offence	Date	Sentence
Offence	Date	Sentence
Offence	Date	Sentence
I have read the ' Completing your Applications ' guidelines and understand that if my application is successful I will be asked to apply for a higher level Disclosure.		
Signature	Date	
<i>If you wish to discuss the information you have given above at your interview, please ensure that you mention this to the interviewer.</i>		
This information will be treated as private and confidential		

DATA PROTECTION ACT

I hereby give my consent for the Recruitment Monitoring information provided in the pack to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.	
Signature	Date

FINALLY, PLEASE COMPLETE THE EQUAL OPPORTUNITIES MONITORING FORM

Equal Opportunities Monitoring Form

We are asking you to provide us with anonymous information to help reach as many communities as we can. All questions are optional and if you prefer not to it does not in any way affect your access to our services. Thank you.

1. Please tell us your age <input type="checkbox"/> Under 18 <input type="checkbox"/> 18-24 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-64 <input type="checkbox"/> 65-74 <input type="checkbox"/> 75-84 <input type="checkbox"/> 85-89 <input type="checkbox"/> 90+ <input type="checkbox"/> Not known <input type="checkbox"/> Rather not say	2. Gender <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Questioning Identity <input type="checkbox"/> Transgender <input type="checkbox"/> Rather not say	3. Nationality Please state:
4. Ethnicity Asian or Asian British <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background Mixed <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other Mixed background White <input type="checkbox"/> White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Italian <input type="checkbox"/> White Polish <input type="checkbox"/> Any other White background Other ethnic group <input type="checkbox"/> Traveller/Gypsy <input type="checkbox"/> Any other ethnic group Please state: _____	5. Sexual orientation <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay man <input type="checkbox"/> Heterosexual <input type="checkbox"/> Lesbian/Gay woman <input type="checkbox"/> Questioning <input type="checkbox"/> Other <input type="checkbox"/> Rather not say	
6. Religion or beliefs <input type="checkbox"/> Atheism <input type="checkbox"/> Jainism <input type="checkbox"/> Agnosticism <input type="checkbox"/> Judaism <input type="checkbox"/> Buddhism <input type="checkbox"/> Sikhism <input type="checkbox"/> Christianity <input type="checkbox"/> Any other religion/belief <input type="checkbox"/> Hinduism <input type="checkbox"/> Please state: _____ <input type="checkbox"/> Humanism <input type="checkbox"/> No religion or belief <input type="checkbox"/> Islam <input type="checkbox"/> Rather not say		
7a. Do you consider yourself to have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Rather not say 7b. If yes, do you have: <input type="checkbox"/> Learning disability <input type="checkbox"/> Mental health condition (Long term) <input type="checkbox"/> Physical impairment <input type="checkbox"/> Sensory impairment <input type="checkbox"/> Other health condition (Long term)		
8. Employment status <input type="checkbox"/> Employed <input type="checkbox"/> In education		
9a. Are you a carer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Rather not say 9b. Have you a carer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Rather not say 9c. Are you a care leaver (16-24)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Rather not say		
10. Are you a parent/guardian of a child under the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Rather not say		