



London Cyrenians Housing Limited (Cyrenians)

Application Pack

Cyrenians Application Pack

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1. Background Information

Our Background

Cyrenians was born as a direct response to local need across West London. 40 years ago large lodging houses were being closed down and people with complex support needs were faced with homelessness once again. Cyrenians was formed to provide shelter and support on a more human scale by delivering extraordinary services in ordinary houses, on ordinary streets, to some of the most challenging customers in our local communities.

The Present

Over the years our services have grown and developed in 8 London Boroughs, namely, Kensington and Chelsea, Hammersmith and Fulham, Ealing, Hounslow, Camden, Lambeth, Westminster and Richmond.

Objectives

Cyrenians has always been mindful of the original objectives laid down in 1972 when the organisation was set up and the current Mission Statement 'Developing potential through care and support', our principles and philosophy still reflect that commitment. We intend to translate our Mission Statement and principles into action and will achieve this by delivering on the objectives set out overleaf.

Some Facts

- Established in 1972
- Registered Charity number 269158 /Registered Social Landlord number LH4377
- Financially viable
- Centrally located working in 8 London Boroughs
- Independent Advocacy service
- 500 Customers - who play an active part in helping to shape the services they receive from Cyrenians. We encourage feedback from a variety of different mechanisms including house meetings, the annual customer conference, satisfaction surveys, exit interviews, monitoring use of the complaints procedure, participating in focus groups and by linking in directly to the Committee of Management.

- 200 Staff – who are our greatest asset and resource. We recruit experienced people from diverse backgrounds, who work in an assertive yet empowering way with some of the most challenging people in our communities. Cyrenians would be unable to operate successfully without such a skilled and able staff team who have access to a comprehensive training programme to meet ongoing requirements.
- Innovative Style of work – Customers are encouraged to take an active part in areas of the organisations' work as appropriate. Each project has regular meetings which all Customers are encouraged to attend and which form the basis of our service structure.

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2.0 Asylum and Immigration Act 1996 (Section 8)

Under Section 8 of the Asylum and Immigration Act 1996 which came into effect on 27 January 1997 it is a criminal offence for an employer to employ a person who is subject to immigration control (i.e. a person who requires leave to enter or remain in the UK) unless he or she is entitled to be employed in the UK.

To comply with this Act therefore, Cyrenians are obliged to ask all successful external applicants to posts to provide evidence that he or she is entitled to work in the UK. If you are successful please supply one of the following on your first day of work, which will be copied and kept on your personal file:

- A document issued by a previous employer, the Inland Revenue, the Benefits Agency or the Employment Service, which states the National Insurance number of the person named, e.g. P45, a payslip, a P60 or N.I. Card.
- A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the UK, clarifying that the holder has the right of abode in the UK.
- A certificate of registration or naturalisation as a British citizen.
- A birth certificate issued in the UK or Republic of Ireland.
- A passport or national identity card issued by a state which is party to the 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 you are exempt from immigration control, or have indefinite leave to enter or remain in the UK, or have no limit on your stay; or a Home Office letter confirming this.
- A passport or other travel document endorsed to show that you have current leave to enter or remain in the UK and are not precluded from taking the employment in question; or a Home Office letter confirming this.
- A UK residence permit issued to you as a national of a member State of the EEA.
- A passport or other travel document endorsed to show that you have a right of residence in the UK as a family member of a named person who is a national of a member state of the EEA and resident in the UK.
- A letter issued by the Home Office indicating that you have permission to take employment.

- A letter issued by the Home Office confirming that you are a British Citizen.
- A work permit or other approval to take employment issued by the Department for Education and Employment.

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3.0 Equality of Opportunity Statement

3.1 Introduction

Cyrenians believes in a fair society that gives everyone an equal chance to learn, work and live free from discrimination, harassment and prejudice.

Cyrenians Equality and Diversity Policy is intended as a progressive means of challenging discrimination in order to promote a service and work environment where harassment is not tolerated.

3.2 Policy Statement

Cyrenians:

- Is working towards and promotes itself as being an organisation striving towards equality of opportunity both in employment and service provision.
- Recognises and is committed to challenging all forms of discrimination, including that faced by women, black people, minority ethnic groups, lesbians, gay men, and disabled people and by people because of class, age, religious affiliation, responsibilities for dependents, offending behaviour or health status.
- Actively promotes equality of opportunity and welcomes applications from all sections of the community. Candidates for interview are selected based on their skills, experience and qualifications, where qualifications are an essential requirement for the post.
- Will ensure the fair treatment of its staff, potential staff or customers of its services and that no-one being considered for service provision or employment will be treated less favourably.
- Will use its best endeavours to ensure that positive steps are taken so that equality of opportunity permeates every level of operation, seeking to identify and act against direct and indirect discrimination, according to agreed procedures.
- Is committed to looking at future projects and resettlement in terms of grouping, planning, the practical structural design, location, size and type of housing provision so that accommodation will reflect needs as informed by socio-economic data and legal requirements.
- Is strongly committed to ensuring that external agencies with whom it works operate within the spirit of equality of opportunities and will work collaboratively to ensure effective advocacy and campaigning.
- Will treat very seriously any racist or sexist comments, or harassment, and will address, work with and enlighten staff displaying any such behaviour, explaining the consequences.

- Will strive to ensure that all its information is accessible to customers taking into account language and literacy differences.

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4.0 Policy on the Recruitment of Ex-Offenders

4.1. Background Information

All individuals or organisations using the Disclosure & Barring Service (DBS) to help assess the suitability of applicants for positions of trust and who are recipients of Disclosure information must comply fully with the DBS Code of Practice.

Amongst other things, this requires that all applicants who have a criminal record, are treated fairly and not discriminated against on the basis of conviction or other information revealed.

The Code of Practice also obliges organisations to have a written policy on the recruitment of people who have a criminal record which can be given to all applicants for posts where a Disclosure is required.

Cyrenians requires a Disclosure as part of the recruitment process by the nature of its work with vulnerable people. Having a criminal record will not necessarily bar applicants from working with Cyrenians. Cyrenians will have regard to the ACAS Code of Guidance, the nature of the position, the circumstances of the offence and whether the offence is one that would make an applicant unsuitable for this type of work.

Cyrenians is able to ask 'exempt' questions at interview by the nature of its work with vulnerable people.

Applicants should note that failure to reveal information that is directly relevant to the position applied for could lead to withdrawal of an offer of employment or dismissal

4.2 Policy

As an organisation using the DBS Disclosure service to assess applicants' suitability for positions of trust, Cyrenians complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

Cyrenians will make this written policy available to all Disclosure applicants and encourages them to provide details of their criminal record at the outset in the application process.

Cyrenians confirms that such information will only be seen by those who need to see it as part of the recruitment process.

Cyrenians undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Cyrenians will indicate on all application forms, job adverts and recruitment briefs that a Disclosure will be requested in the event of the applicant being offered the position.

Cyrenians will ensure that all staff involved in the recruitment process:

- Are suitably trained to identify and assess the relevance and circumstances of offences.
- Receive appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. The Rehabilitation of Offenders Act 1974.

Cyrenians undertakes to discuss any matter which we are permitted to reveal in a Disclosure with the applicant before withdrawing a conditional offer of employment, ensuring that an open and measured discussion takes place on the subject of any offences, or other matter that might be relevant to the position.

Cyrenians will make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and advise of the whereabouts of a copy.

Cyrenians is committed to the fair treatment of its staff, potential staff or customers of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending behaviour.

Cyrenians actively promotes equality of opportunity for all applicants who have the right mix of talent, skills and potential, welcoming applications from a all sections of the community including those with criminal records. Candidates for interview are selected based on their skills, experience and qualifications, where these are appropriate.

4.3 Procedure for Applicants who are providing details of a Criminal Record

Fill in Point 8 on the application form 'Please see separate confidential information supplied'

State details of the criminal record on a separate sheet headed with name, address and position applied for.

Send under separate cover in an envelope marked 'private and confidential to the named recruiting manager at Cyrenians marked for the attention of the Chair of the Interview Panel of the post applied for.

4.4. Procedure for not proceeding with progressing a recruitment Application to join Cyrenians

Cyrenians is committed to providing a fair recruitment process. The Chair of the Interview panel will discuss with the applicant any matter which we are permitted to reveal from a Disclosure, reference or on an application form, before they make a decision to recommend not to proceed with progressing an application. All matters will be looked at individually, upon their own merits, depending on the relevance to the post of the information provided.

The Chair of the interview panel may seek guidance from their Line Manager and the Senior Management Team as they consider the matter.

4.5 Portability

Cyrenians recognises that there may be instances when a Disclosure issued for one position could be used for another job or voluntary position within Cyrenians and could accept the Applicant's copy of that Disclosure.

However, Cyrenians also recognises that a Disclosure, of whatever type, carries no period of validity as Disclosures are designed for use immediately at the point of issue.

Cyrenians will, therefore, always seek a Disclosure as part of the recruitment process.

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5.0 Applying for a Job with Cyrenians

We know you will realise our need, as a respected and responsible employer, to make sure we employ people with high standards of integrity.

Your written application is the only basis we use for shortlisting for interview, so it is important that you complete it in a way that does you full justice. You should answer all the questions and give us your full employment history.

The following suggestions will help you to do this.

- **Job Reference:** Please ensure that you write the name of the position you are applying for on the application.
- **Person Specification** - This is included with the application form. Please read it carefully, giving careful consideration to each criterion when answering **question 5** on the application form and number your responses to coincide with those listed on the specification. C.V.'s will not be accepted. Remember that not only your work experience is relevant; consider other experience you may have gained which will enable you to fulfil criteria.
- **Qualification / Training** - Include here only information on courses and qualifications that are relevant to the post.
- **Equal Opportunities** - In responding to this question, applicants are asked to have particular regard to implementation of equality of opportunity in practice and day-to-day work.
- **Criminal Convictions** - All successful applicants are asked to complete a disclosure application form, which is sent to the Disclosure & Barring Service. The work of Cyrenians involves responsibility both for a vulnerable client group and significant amounts of public money. People with convictions will not necessarily be excluded from working with the organisation but will be questioned prior to appointment where a conviction is deemed relevant to the duties of the post. Please complete the appropriate section of the form. If no convictions, please enter 'None'. The information you provide will be treated strictly confidentially and will be used only in relation to the appointment for which you are applying.
- **References** - Please give the names and addresses of two referees. One should be your present employer or your most recent employer if you are currently unemployed. Both referees should have been in a position of responsibility within the employing organisation(s) senior to you. Please ensure that reference addresses are **registered offices**. Due to the nature of our work ALL referee addresses are checked with **Companies House**. Referees must not be related to you, or a friend. If you are a school/college leaver please give details of your head teacher/tutor.

- **General Points** - Your application form should be completed in a well organised, clearly legible and concise way as this makes for easier reading and understanding, paying particular attention to clarity in responding to Question 5, as mentioned above. It should be completed in **black** ink as this helps us if we need to photocopy it.

Regrettably there are rare occasions where people give us false information to try to secure employment. As a result, we thoroughly check the information provided by applicants through references and by asking to see evidence of qualifications, etc.

When information provided throws up questions or concerns that remain unresolved, we will not proceed with an application and we may contact the police if we suspect fraud. For this reason, we strongly advise against providing false information when applying. Equally, we would ask for your patience and understanding during the application process.

Please note: You will not automatically be shortlisted just because you have answered all the criterion in the person specification. Shortlisted candidates will be those who best match the person specification.