



St Martins
more than a home
for the homeless

Guidelines for your application:

Your completed application form is an important part of the selection process. Your form should be clearly written in ink or typed and completed in full. A CV may be added as part of your application but not instead of. Please ensure you complete your email address as this will be the preferred way of contacting you during the process.

Equal Opportunities

St Martins is an equal opportunities employer and is committed to the promotion of equal opportunities for all its staff and service users. The Trust has adopted a policy in relation to the recruitment, employment and training of staff and in relation to its service provision.

As part of your application pack you will have received an equal opportunities monitoring form. Please ensure you complete this form and return it to the Administrator at the Trust, This will help us to evaluate our procedures and ensure that we are complying with our equal opportunities policy.

The Asylum & Immigration Act 1996

This requires employers to verify that a person selected for employment is entitled to work in the United Kingdom. A candidate offered employment would require to produce an appropriate document on or before the first day. Documents that are acceptable as evidence of the right to work in the UK include:

- 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.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office to a national of an EEA country or Switzerland.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number

If you have any queries or concerns, please contact St Martins.

References

You have been asked to provide the details of two people who are able to provide a reference for you. One should be your most recent employer or your school or college tutor if you have not been employed. Please provide full details including an email address.



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Selection for Interview

Applicants we wish to short-list will be contacted by email (or phone or letter). Please state on your application form whether or not you wish to be contacted at work.

The Interview

The Interview panel will normally be drawn from senior members of staff within the area relevant to the post. The panel will usually comprise of two or possibly three people.

Criminal convictions

Due to the nature of the Trust's work with vulnerable people all convictions, including those normally considered 'spent' under the Rehabilitation of Offenders Act 1974, must be disclosed.