

Part Time Support Worker – Mingle Project

Wigan & Leigh People First is a self-advocacy charity for people with learning disabilities. We are looking for part time support workers for our exciting new Mingle Project.

Staff will work 2 evening shifts per week (8 hours in total). The initial contract is for 12 months and there will be a 2 month probationary period.

Mingle is being set up to help reduce social isolation and to offer a valued evening activity. The aim of the project is to also work with people to identify any challenges they face that impact on their wellbeing or their ability to have a good life.

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|---|
| <p>How many hours per week 8 hours a week – you may occasionally be asked to cover other shifts</p> |
| <p>How much will I get paid? £8.45 per hour</p> |
| <p>How long will the Job last? The job will last for 12 months, with the potential for the contract to extend beyond this. There will be a 2 month probationary period.</p> |
| <p>How much holiday will I get? You will have 25 days pro rata</p> |
| <p>Where will I work? You will be based in Wigan & Leigh People First’s building which is at 149a Lowton Road, Golborne, WA3 3HT</p> |

Personal Qualities

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|--|
| <p>It would be useful to have experience of working with people with learning disabilities or in the social care sector</p> |
| <p>Good organisational skills Good record keeping skills</p> |
| <p>Ability to work on your own Good negotiating and interpersonal skills Good communication and listening skills Diplomatic You work well as part of a team</p> |
| <p>Commitment to upholding the rights of people who face disadvantage or discrimination Commitment to finding creative and community focused ways of enabling people to participate as full citizens A person centred approach, and commitment to enabling people to speak up for themselves Integrity, honesty and good judgement Prepared to work flexibly</p> |

Application Form

Notes for Job Applicants

1. Complete the form in black ink or Type
2. Email to info@wlpf.org.uk
3. Please answer all the questions on the form. CV's will not be accepted

| | | | |
|---|--|--|--|
| Post Applied for: | | | |
| Have you a current in-date DBS Certificate? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Is it registered for the DBS update service? (£13 per year subscription) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you over 18 Years Old | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

| | | | |
|---|--|-------|-----------|
| Personal Details | Title: | | |
| Forename(s) or other names | | | |
| Surname | | | |
| Address | | | |
| | | | Postcode: |
| | Home: | Work: | |
| Telephone | Mobile: | | |
| | | | |
| Email Address | | | |
| Are you a UK or EU/EEA national? (If so you will need to provide proof of this at your interview) | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| <p>If you are not a UK or EU/EEA national can you provide proof of permission to work in the UK?</p> <p>If you cannot provide proof of permission to work in the UK we cannot accept your application as you are unable to work legally in the UK.</p> <p>If you can provide proof of permission to work please state the nature of your permission to work in the UK, any restrictions on the hours you are permitted to work and the expiry date of the permission</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No Hours permitted to work: Describe the type of permission to work in the UK: We will require sight of the documentation which confirms that you are permitted to work in the UK at the interview stage. We may need to take a copy of the document and to carry out checks to authenticate it. | | |

Employment History

Please give details of the last ten years of your employment/volunteering history, beginning with your current or most recent employer. If there is not enough space, please continue on a separate sheet.

This includes any roles prior to moving to the UK (if applicable)

| Position held Name & address of employer | Dates to/from | Brief description of duties |
|---|--------------------------|-------------------------------------|
| Salary: £ Period of notice required | | Reason for leaving/wishing to leave |
| Salary: £ | | Reason for leaving/wishing to leave |
| Salary: £ | | Reason for leaving/wishing to leave |
| Salary: £ | | Reason for leaving/wishing to leave |
| Salary: £ | | Reason for leaving/wishing to leave |

Have you ever been dismissed from a previous post or had an employment contract terminated for any reason including redundancy? If so please give details below:

Have you been subject to disciplinary action in your current or any previous posts? (including being the subject of any disciplinary process not yet concluded to resignation) If yes, please give details:

Education and Training

Please list your qualifications at secondary level and above

| School/College/University attended | Dates to/from | Qualification and Grade |
|------------------------------------|---------------|-------------------------|
| | | |
| | | |
| | | |

| NVQs and other work related qualifications | Qualifications Achieved |
|--|-------------------------|
|--|-------------------------|

| College/Training Provider | From | To | Awarding body, level and grade if applicable (eg, Edexcel NVQ 4 Pass) |
|---------------------------|------|----|---|
| | | | |

| Other vocational and work related training undertaken | |
|---|--|
|---|--|

| List subjects, e.g., First Aid | Duration (e.g., 1 day) | Level (if appropriate) |
|--------------------------------|------------------------|------------------------|
| | | |

Additional Supporting Information

Please state below why you are applying for this post and tell us why you feel you have the relevant skills and experience for this role

| | | | |
|---|---|------------|--|
| References | <p>Please supply the names and addresses of two referees who have agreed to provide a reference. <u>It is essential that one of your referees must be your current or most recent employer*</u> and that your referee is/was your line manager and <u>not a colleague, relative or friend.</u> Both references cannot be from the same company. References will be verified to ensure authenticity.</p> <p>Failure to provide the above can result in your application being withdrawn.</p> <p>*If previously self-employed, please provide two professional referees and detailed information regarding your self-employment</p> | | |
| Current employer or most recent employer details | Company | | |
| (Business Addresses Only) | Name | | |
| | Position | | |
| | Address | | |
| | | Post Code: | |
| | Tel | | |
| | Fax | | |
| | Email | | |
| | Can this reference be contacted prior to interview Yes / No | | |
| Previous employer (if not applicable an academic referee) | Company | | |
| (Business Addresses Only) | Name | | |
| | Position | | |
| | Address | | |
| | | Post Code: | |
| | Tel | | |
| | Fax | | |
| | Email | | |
| | Can this reference be contacted prior to interview Yes / No | | |
| <p><u>* Unless indicated otherwise all referees will be contacted following your invite to individual interview.</u></p> | | | |

Have you ever been convicted of any **criminal offence**?

YES

NO

Please note that all positions are subject to an enhanced DBS check. You will be asked to declare all criminal convictions in further details if an offer of employment is made.

DATA PROTECTION ACT

In accordance with the Act, you should be aware that the personal details submitted with this application form will be used only for selection and interview procedures; and for employment records if the application is successful.

DECLARATION

I declare that, to the best of my knowledge and belief, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of service with such notice as may be appropriate.

Signature: _____ **Date:** _____