



CUMBRIA PROBATION TRUST

APPLICATION FOR EMPLOYMENT PACK

This pack included the following documents and forms:

- Information for Applicants
- Guidance notes for completing the Application Form
- Application Form
- Equality and Diversity Monitoring Form

If you read these notes and still have questions, need more help or require the application pack in a different format please email hr@cumbria.probation.gsi.gov.uk or telephone Human Resources 01228 560057.

CUMBRIA PROBATION TRUST INFORMATION FOR APPLICANTS

Who are we?

Cumbria Probation Trust is a Criminal justice Agency serving the people of Cumbria. It is one of the 35 probation trusts in England and Wales that along with prisons form the National Offender Management Service (NOMS) and this service sits within the Ministry of Justice.

Cumbria Probation Trust employs 205 staff and these are made up of operational and support staff. The service is split into 2 operational delivery units and these are both headed up by a Senior Manager. Operational offices are located in Carlisle, Penrith, Kendal, Barrow, Whitehaven and Workington. Cumbria Probation Trust currently has a headquarters function based at Wetheral, just outside Carlisle.

The Cumbria Probation Trust Board has overall responsibility for delivering both national and local agendas. This undertaking is delivered by the staff team lead by the Chief Executive.

What do we do and how do we deliver this?

Cumbria Probation Trust (as with all probation trusts in the National Offender Management Service) charged with 5 key aims:

- Protection of the Public;
- Reduction of re-offending;
- Proper punishment of offenders;
- Ensuring offenders awareness of the effects of crime on the victims of crime and the public;
- Rehabilitation of offenders.

These aims are to be worked towards whilst at the same time delivering the community sentence handed down to the offender by the court. The Community Order resulted from the Criminal Justice Act (2003) which introduced this as the one standard order for use in the community. The order contains one or more requirements and they are:

- Community Payback (Unpaid work)
- Activity
- Programme
- Prohibited Activity
- Curfew
- Exclusion

- Residence
- Mental health treatment
- Drug rehabilitation
- Alcohol treatment
- Supervision
- Attendance Centre

Cumbria Probation Trust either working alone or with partners can deliver all of the 12 requirements. More details of what each requirement does can be found on our website. When specifying sentence the court must indicate why the sentence was handed down (e.g. punishment, rehabilitation etc) The court will, in most cases, ask Cumbria Probation Trust to produce a Pre Sentence Report to inform the court what will work best. The court does not have to follow the recommendations in the report.

The Pre Sentence Report results from an assessment undertaken on the Offender Assessment System (OASys). The assessment is undertaken with the offender during an interview with the offender manager.

Once the sentence is handed down the offender management team will start the process of planning the delivery of the requirements as required by the court. Delivery follows the 'Offender Management Model' and is designed to give a consistency of delivery to the offender, the courts and the community at large.

Who do we deliver with?

To deliver a more effective service Cumbria Probation Trust works with a number of partners. We are a member of the Cumbria Criminal Justice Board and work alongside the police, courts etc to deliver the local agenda through working together. We also work very closely with the other four probation trusts in the North West Region. We also have numerous partners with whom we work and these include:

- CDRPS of which we are a key member
- DAAT (including PCT and Social Services)
- Local Authorities (including our work on LAA and with CCC Observatory)
- Learning and Skills Council (LSC)
- Supporting People (SP)
- Cumbria colleges Ltd
- Four colleges in Cumbria
- The voluntary sector (this includes – Rathbones, Shelter, CASS, CROPT, Prospect, BTCV, Next Steps, NSPCC, Impact and Brathay)

Conditions of Employment/Benefits of working for Cumbria Probation Trust

- **Annual Leave**

Annual leave is based on the following:

Length of Continuous Service	Annual Leave	Plus Service Days	Total Days
0-1 year	25	2	27
1 year plus	26	2	28
2 years' plus	27	2	29
3 years' plus	28	2	30
4 years' plus	29	2	31
5 years' plus	30	2	32
7 years' plus	30	3	33

Service days must be taken at times nominated by the Trust Board.

- **Appraisal**

Appraisal is undertaken for all employees in conjunction with the line manager. It is continuous throughout the year and runs together with the supervision process.

- **Childcare Vouchers**

Cumbria Probation Trust offers Childcare Voucher to employees.

KiddiVouchers Childcare Vouchers are an employee benefit available to all eligible working parents. Childcare Vouchers are non-taxable and exempt from National Insurance contributions (NIC) for employees, whilst offering NIC savings for employers. Childcare Vouchers are the recognised payment method for registered child carers.

All eligible working parents with children aged up to 16, can benefit from Childcare Vouchers, provided their employer offers the Childcare Vouchers scheme. The scheme benefits both basic and higher rate tax-payers and offers savings of up to **£2,392*** per family, per year. Childcare Vouchers are not just for under 5s - they can be used to pay for all types of registered childcare for children aged up to 16, including childminders, nurseries, nannies, play schemes, crèches, before and after school clubs and even holiday schemes.

(*Subject to individual circumstances)

- **Criminal Record Disclosure**

In accordance with the Rehabilitation of Offenders Act 1974 all posts are subject to Criminal History Self-Declaration.

- **Employee Assistance Programme**

Cumbria Probation Trust offers an employee assistance programme for well being at work, including telephone support and counselling helpline, face to face counselling, legal and financial advisory helpline which is available 24 hours a day.

- **Hours of work**

Normal hours of work for employees is 37 hours per week in accordance with operational requirements.

Normal Working days:

8.45am - 5.15 pm Monday to Thursday

8.45am - 4.45 pm Friday

(Subject to the flexible working hours scheme, which is applicable to office based staff)

Operational Probation Officer grades and above will be required to work 150 hours in each 4 week period. Normal office hours are defined as 8.45 a.m. to 5.15 p.m. Monday - Friday.

Where there is a requirement by management to work unsocial hours, payments will be made in accordance with the National Negotiating Council for the Probation Service, Pay and Conditions of Service.

- **Occupational Health Services**

Cumbria Probation Trust is committed to promoting the health, safety and well being of all employees and offers an Occupational Health (OH) Service for pre-employment medical checks and referral appointments.

- **Payroll**

Payroll is contracted out to an external provider, currently Armstrong Watson. All staff are paid monthly in arrears on the last working day of each month.

- **Pension Scheme**

Cumbria Probation Trust operates the Local Government Pension scheme.

- **Probationary Period**

Unless you have continuous service, all staff will be subject to a 6 month probationary period. This will entail regular assessments during the 6 month period before being confirmed in post.

- **Sick Pay**

Entitlement during any absence due to sickness or injury is as set out in the Conditions of Service for the NNC for the Probation Service.

Subject to the provisions of this scheme, an employee absent from duty owing to illness shall be entitled to receive an allowance in accordance with the following scale:

during 1st year of service	1 month's full pay and (after completing 4 months' service) 2 months' half pay
during 2nd year of service	2 months full pay and 2 months' half pay
during 3rd year of service	4 months' full pay and 4 months' half pay
during 4th & 5th year of service	5 months' full pay and 5 months' half pay
after 5 years service	6 months' full pay and 6 months' half pay

- **Training**

During employment mandatory training events will take place.

In addition, there will be opportunities to access further training and career development either through adhoc training events or external based study, based initially on discussions and identification of training needs with your line manager through the appraisal process.

- **Unions**

Cumbria Probation Trust continues to work closely with the two recognised Trade Unions i.e. NAPO and UNISON in the pursuit of good industrial relations.

CUMBRIA PROBATION TRUST

GUIDANCE NOTES ON THE COMPLETION OF YOUR APPLICATION FORM

BEFORE COMPLETING THE APPLICATION FORM, PLEASE READ THESE NOTES CAREFULLY.

- The purpose of this application form is to enable us to shortlist candidates for interview.
- Please complete all sections of the form in black ink or typescript. Keep all information relevant to the appointment applied for.
- If there is insufficient space on the form, attach a separate sheet giving the additional information.
- Applications will only be considered if the application form is completed and not in the form of individually styled CVs. However, for those applicants who consider themselves disabled within the terms of the Equality Act 2010, where appropriate, applications may be received in alternative formats. Please contact the Human Resources team for further information. Additional relevant information may be submitted with the application form (see above).
- Please ensure that the form is signed and dated and returned by the closing date shown.
- The omission or falsification of information could lead to disqualification of your application or later dismissal if appointed.
- Please enclose a stamped addressed envelope if you require acknowledgement of receipt of your application. Otherwise please note that in the interest of public economy only short listed applicants will receive further notification, which will be within four weeks of the closing date for the post.
- In case of doubt please enclose an explanatory note or telephone a member of the Human Resources team, Probation Headquarters, Carlisle (01228 560057) for advice.
- All information provided in the application may be stored and processed by Cumbria Probation Trust for a period of 6 months for recruitment purposes. For the successful candidate the information will be stored on their personal file and processed for the purpose of the employment relationship.

Please state the Post Title, Post Type, Office Location and where you saw the post advertised on the top of the application form.

1 PERSONAL DETAILS

- Please complete your personal details in this section.
- The address provided should be your registered address where you live.

2 RIGHT TO WORK IN THE UK

- The Asylum and Immigration Act 1996 makes it an offence for Cumbria Probation Trust to employ anyone who does not have the right to live and work in the UK, therefore this section on the application form must be completed by all applicants.
- British citizens must complete the Passport details section and national insurance details.
- Non-British citizens who have the right to work in the UK must ensure they complete the sections on work permits and/or visas and include their national insurance number (if applicable).
- Successful applicants will be required to provide documentary evidence of the right to work in the UK.

3 EDUCATION / QUALIFICATIONS

- Please enter details of secondary education and any relevant college/university education, whether full time or part time, giving dates of attendance.
- Please provide details of any 'O' or 'A' levels, CSE's or GCSE's with grades where known together with any qualifications (professional or otherwise). Where examinations are to be taken or results are awaited please give relevant details.
- In the case of typing, word processing and shorthand qualifications please give details of speeds.
- Candidates may be required to provide evidence of qualifications held.

4 FURTHER TRAINING

- Please ensure details of any further training undertaken is provided in this section of the application form.
- This type of training will include specialist training, short courses and in-house training etc.

5 EMPLOYMENT HISTORY

- All applicants must complete this section giving details of present/most recent employer
- All applicants must provide details of their previous employment, starting with the most recent post held.
- Any gaps in employment must be accounted for.

6 CURRENT DUTIES AND RESPONSIBILITIES

- In this section you are asked to provide details of the post currently held (or most recently held).
- This information should include current duties and responsibilities.

7 DRIVING

- Staff may be asked to travel to other sites within Cumbria and mileage is paid at the agreed mileage rates.
- For some operational posts, a class C1 category is an essential requirement of the post and, if applicable, will be detailed on the Person Specification.

8 APPLICANTS WITH DISABILITIES

- Cumbria Probation Trust will guarantee to interview all disabled applicants who meet the essential criteria of the post for which they are applying.
- Under the Equality Act 2010 a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out day-to-day activities

9 SUPPORTING INFORMATION

- The information provided in this section will be used when shortlisting applications for interview.
- You should provide as much information as possible to clearly demonstrate how you meet the essential and desirable requirements as detailed in the person specification and the reasons they are applying for the post.
- Reference may be made to voluntary work and general life experience as well as paid employment.
- If further space is required you should continue on a separate sheet which should be numbered and have your name at the bottom of the page.

10 REFEREES

- Please give details of two people not related to you who may be approached for references. One should be your present employer (last employer if currently unemployed) or your college or school tutor if still engaged in education. The other referee should be someone who knows you in a work related or education capacity and who is able to comment on your aptitude for the post applied for.
- In addition to the names of the referees requested in Section 11 on the application form, please provide the names and addresses of **all** your employers within the previous two years, if there is more than one. The Services Staff Vetting Policy requires us to contact all your employers within the last 2 year period for references.

11 CRIMINAL CONVICTIONS/COURT PROCEEDINGS

- (I) *Probation Officer Grades, Probation Service Officers, Unpaid Work Requirement Supervisory Staff, Approved Premises Staff including sessional/relief workers (operational staff).*

Your attention is drawn to the fact that these posts are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 and its regulations, and applicants are therefore not entitled to withhold information about convictions which for any other purpose are 'spent' under the provisions of the Act.

You are required to disclose any convictions against you however minor and including road traffic offences, and any criminal proceedings currently outstanding. You must give the details of offences for which you have been convicted, cautioned or bound over including the date of the conviction and the sentence imposed.

If none please write **NONE** in the section of the application form. Any information given to us will be completely confidential and only considered in relation to this application.

The Probation Trust Board is empowered to request a police check on the criminal record including spent convictions of applicants offered employment. A police check will only be made if you are offered a post. You have the right to refuse permission for these enquiries to be made but refusal may prevent further consideration of your application.

Failure to disclose convictions which come to light after appointment may result in disciplinary action or dismissal.

(ii) *All other grades (non-operational staff)*

Your attention is drawn to the Rehabilitation of Offenders Act and its regulations which provides for 'spent' convictions not to be disclosed.

You are asked to provide details of any criminal convictions (however minor including road traffic offences) not covered by the Act that you may have had and any criminal proceedings currently outstanding. If none please write **NONE** in the section of the application form.

False declaration or failure to give correct details on the application form which come to light after appointment may result in disciplinary action or dismissal.

12 CANVASSING

- Canvassing directly or indirectly will automatically disqualify you from the recruitment process.

13 DECLARATION

- All applicants must ensure they sign the declaration to certify that the information provided on the application is correct and that they have read and understood the conditions of their application.
- If you provide any false information or deliberately omit relevant details your application will be withdrawn from the recruitment process.
- The provision of false information may also result in the termination of employment.

EQUAL OPPORTUNITIES MONITORING FORM

- In order to promote equality of opportunity, it is necessary for the Probation Trust Board to carry out detailed monitoring of the whole recruitment process. This requires the collection of information regarding the applicant's gender, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation and to this end all candidates are requested to assist with the monitoring procedure by completing the attached questionnaire and returning it with their application. No job applicants will be treated less favourably because of this information.
- This information **will not** be used by those involved in the selection process and is for statistical purposes only to enable Cumbria Probation Trust to be aware of the make-up of its employees. This information will also enable Cumbria Probation Trust to focus support and guidance where best needed.

- The form will be separated on receipt from the accompanying form before any consideration of candidates occurs and will be treated as strictly confidential.

GENERAL INFORMATION

COMPUTERISED INFORMATION

- Cumbria Probation Trust Board is committed to the principles of the Data Protection Act 1998. The personal and career details of successful applicants will be stored on computer for Human Resources administration and monitoring use only.

