

Further Information for Job Applicants

Job Titles:	Community Health Ambassador
Locations:	Sir Thomas House, 5 Sir Thomas Street, Liverpool, L1 6BW
Salary:	£8,902 per annum
Hours:	16 hours per week
Closing Date:	5pm, Wednesday 11 February 2015
Informal Enquiries:	<p>For an application pack: Phone 0151 330 5569 or E-mail jobs@ageconcernliverpool.org.uk</p> <p>For an informal discussion please contact Pearl Roberts - Community Health Ambassador Team Manager on 0151 330 5581.</p>
Interview Date:	Week Commencing 16 February 2015
Application Methods:	<p>The enclosed Application Form must be completed in order to apply for this job.</p> <p>Please note that Curriculum Vitae will not be accepted.</p>
Submitting Applications:	<p>By e-mail to: jobs@ageconcernliverpool.org.uk</p> <p>By post or in person to: Callum McInness Age Concern Liverpool & Sefton Sir Thomas House 5 Sir Thomas Street Liverpool L1 6BW</p>

General guidance for completion of the application form

1. Prior to making an application, it is important that you review your strengths and weaknesses to ensure that you are realistic in pursuit of work.
2. We would advise you to read through the application form before you complete it and to prepare a rough draft first.
3. The Person Specification lists the skills and abilities which we are looking for. Applicants are advised to concentrate in their applications on demonstrating how they meet the selection criteria.
4. Target your application – say why your skills and experience are relevant and if you say you have specific experience, try to give detailed examples.
5. Remember the shortlisting panel can only use the information about you that is on the application, they cannot assume what you have done.
6. Be concise; don't attach too much information which may not be relevant, although an extra page of well-targeted information is acceptable.
7. Complete the form in black or dark ink, and if requested comply with any other instructions.
8. Make sure your form is legible; you may submit a word-processed application if you wish.

Further information

Asylum & Immigration

Age Concern Liverpool & Sefton will comply with the Asylum and Immigration Act 1996, and will require all employees to provide documentary evidence of their legal right to work in this country prior to commencing work.

Diversity and equality

Age Concern Liverpool & Sefton is committed to equal opportunities; we want our staff to reflect the diversity of our customer base. All employees and applicants for jobs will be considered on their abilities and will not be discriminated against on the grounds of age, colour, disability, gender, gender identity, marital or civil partnership status, nationality, race or ethnic origin, religion or belief or sexual orientation.

Age Concern Liverpool & Sefton aims to achieve equality of opportunity in the recruitment process. Please help us to do so by completing and returning the equal opportunities monitoring form with your application. This information will only be used for monitoring purposes and will not be available to the interview panel.

Interviews

Should you be invited to interview, and you have a disability which may require us to make reasonable adjustments for this, please let us know how we can assist you.

Offers of work

Any offer of work will be made subject to the receipt of two references, which are considered satisfactory by Age Concern Liverpool & Sefton. Factual details such as dates of appointment, sickness records and disciplinary warnings will be checked during this stage of recruitment. In submitting your application you are giving your permission for references to be taken up.

Offers of work may also subject to an enhanced or standard DBS (Disclosure and Barring Service) disclosure (depending on the position) and where appropriate a medical check/self declaration. Age Concern Liverpool & Sefton has a policy on the recruitment of ex-offenders and will not automatically disqualify any applicant on the basis of an information disclosure. However, the offer of work may be withdrawn where convictions which are not disclosed on the application form subsequently come to light through a DBS disclosure. All newly appointed workers are required to serve a probationary period of 6 months, during which time their progress is monitored and suitability for the role is assessed.