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**Working with Spinnaker -**

**Information for potential**

**employees and volunteers.**

***Spinnaker Trust Ltd***

*172 High Street*

*London, SE20 7QS*

*Tel: 020 8778 3181*

*Email: spinnaker@spinnaker.org.uk*

*Website: www.spinnaker.org.uk*

*Registered Company No: 5503977*

*Registered Charity No: 1111351*

Thank you for requesting an application form to work with Spinnaker Trust. Please read the following sections before completing the form so that you are aware of what to expect. Since we endeavour to maintain the highest possible standard in Christian schools work, we ask you to appreciate that not every applicant will be suitable for team membership and we can only recruit applicants who agree to an comply with our core values an person specification.

Spinnaker Trust has grown steadily since it was established in 1986, providing quality support to primary schools. We currently visit around 100 primary schools on a regular basis and we are well aware of what schools expect of someone who represents Spinnaker. We are a team of committed Christians with links to the local mainstream Christian community. In serving any school, our aim is to be a Christian witness through word and action, to inspire a generation of primary school children to engage with the Christian faith and explore its beliefs and values.

In order to gain the confidence of each school we visit, every Spinnaker schools worker is expected to work to the highest professional standards possible. We regularly meet workers both individually and within a team to ensure the quality and appropriateness of their input and we invest in training and resources, so that schools can feel confident with the service we provide.

Please note that for most positions it is a Genuine Occupational Requirement (GOR) that all successful applicants must be a practicing Christian and must provide a character reference from their church or congregation leader.

It is important that Christianity is presented in a way that is understood and respected by all, to ensure that local community relationships remain strong and inclusive. We aim to use resources that are culturally appropriate for pupils and staff from a variety of backgrounds.

In order to monitor what is done under the Spinnaker name, each local Hub Leader will remain in contact with the schools visited to ensure that both the worker and the school staff are happy with all the arrangements. Every two years we also send a survey to schools to help us understand how our work is being received.

**Core values**

* We are committed to working with primary age children
* We are committed to personal growth both spiritually and professionally
* We are committed to being part of the wider school community
* We are willing to contribute our gifts and skills to the schools we work with
* We are committed to training and team support

**About you**

* You will be a committed Christian, and part of a local church community.
* You will be commended by your church who will provide a reference.
* You will have had experience in working with primary age children. This can be in a school, church or club setting.
* You will be available to undertake training and to meet as part of your local Spinnaker hub.
* You will understand the need to maintain the good standing of Spinnaker and to be reliable in visiting schools.
* You will provide evidence that you can work in UK (e.g. British passport, or a work permit)
* You will provide details of your transferable DBS, or be willing to undertake a DBS.

**Next steps**

 **Step 1: Applying to Spinnaker**

* Complete an application form
* Provide referees, including a church leader
* Agree to DBS checks as part of our safer recruitment policy (if applying for schools based work)
* Agree with and sign our Basis of Faith

**Step 2: Interview and acceptance**

* Attend an interview
* If accepted, we ask you to sign either a Contract or Volunteer Agreement
* Complete DBS requirements including self-declaration form.

**Step 3: Induction training requirements**

* You must attend our Skills for Schoolswork’ induction training – 1 day
* We will arrange some school visits with experienced Spinnaker staff
* We set up a schedule of future school visits (usually fortnightly)

***Spinnaker Trust Ltd***

***Application for employment***

Please complete this form and return to:

**Spinnaker Trust Ltd, 172 High Street, London, SE20 7QS**

**or email to** **clare@spinnaker.org.uk**

|  |  |
| --- | --- |
| Title: | Surname: |
| First name:Middle name: | Previous name (if applicable): |
| Full Address: | Home telephone: |
|  | Mobile telephone: |
| National Insurance Number (not required if a volunteer): | Email: |

**1. Information about you**

**2. Type of employment**

What work are you applying to do?

Schools Worker [ ]  Hub Leader [ ]

Schools Support [ ]  Administration [ ]

If volunteering, how much time would you be able to offer Spinnaker each week? \_\_\_\_\_\_\_

On which days/times are you available to do schools work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Asylum and Immigration Act 1996**

Before you commence working you must provide evidence to demonstrate your right to work in the United Kingdom.

Are you eligible to work in the U.K? [ ]  Yes [ ]  No

Do you need a work permit/visa? [ ]  Yes [ ]  No

We will need to see your passport at interview.

**4. Self declaration form**

Posts involving work which brings you into regular contact with children, vulnerable adults, people with disabilities and learning difficulties are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If you are applying for work in this area, you are required to inform us if you have any criminal record, convictions, cautions, reprimands, final warnings, bindovers, pending summons or prosecutions, whether or not they are regarded as spent. Those appointed to work with children or vulnerable adults will also be subject to a clearance report from the Disclosure and Barring Service (DBS). Every team member that works in schools will be required to have an enhanced level check.

**Conviction History**

Do you have any unspent convictions; or are you at present [ ]  Yes [ ]  No

the subject of a criminal investigation/pending prosecution?

**Police Investigations**

Have you ever been the subject of a police investigation that [ ]  Yes [ ]  No

didn’t lead to a criminal conviction (and is not subject to DBS

filtering rules\*)

To your knowledge, have you ever had any allegations made [ ]  Yes [ ]  No

against you which have been reported to and investigated by

Social Services or Children’s Social Care?

Has there ever been any cause for concern regarding your [ ]  Yes [ ]  No

conduct with children or young people?

If you have answered **Yes** to any of the above questions, please give details on a separate sheet and place in a clearly marked envelope addressed to the lead safeguarding officer at the Spinnaker Office.

DECLARATION

I consent to a criminal record check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the Lead Safeguarding Officer at Spinnaker if I am convicted of an offence after I take up any post within Spinnaker. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you already have a DBS that is registered with the update service, please can you give consent below for us to check this and give the certificate number.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Certificate Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates

 https://www.gov.uk/government/publications/dbs-filtering-guidance

**5. References**

Please give details of three referees, the first of which must be your current or most recent employer, and **one of which must be a pastor or a senior member of your church** (except for administrative roles). If you have not worked for some time or have never worked, give the names of people who know about what you can do and who can comment on your ability to do the job. You may wish to give the names of teachers, lecturers, and other professionals (they must not be your relatives). You have the right to view these references although the authorship must remain confidential.

**First Referee**

|  |  |
| --- | --- |
| Name: | Full address: |
| Telephone: |
| Email: | Postcode: |
| What is this person’s personal or professional relationship to you? E.g. your minister/manager |

**Second Referee**

|  |  |
| --- | --- |
| Name: | Full address: |
| Telephone: |
| Email: | Postcode: |
| What is this person’s personal or professional relationship to you?  |

**Third Referee**

|  |  |
| --- | --- |
| Name: | Full address: |
| Telephone: |
| Email: | Postcode: |
| What is this person’s personal or professional relationship to you?  |

**6. Employment History**

Please tell us about the jobs you have done over the past **10 years** (if necessary continue on a clearly marked separate page). Please explain the reason for any breaks in employment dates. If you have not had a paid job before or you have been out of work for some time, please include details of any relevant voluntary work.

|  |  |
| --- | --- |
| Name of organisation you worked for  | Your job title |
| Full AddressPost Code | Employed from to  |
| Notice Required/Reason for leaving |
| Main Duties |

|  |  |
| --- | --- |
| Name of organisation you worked for  | Your job title |
| Full AddressPost Code | Employed from to  |
| Notice Required/Reason for leaving |
| Main Duties |

|  |  |
| --- | --- |
| Name of organisation you worked for  | Your job title |
| Full AddressPost Code | Employed from to  |
| Notice Required/Reason for leaving |
| Main Duties |

**7. Education and Training**

Please give details of any education or training you have received **which is relevant to the job for which you are applying.** You should tell us what relevant qualifications or certificates you have. Original certificate/s **must** be produced at interview stage if the qualification is necessary to the job you are applying for.

|  |  |  |
| --- | --- | --- |
| Secondary School(s) | Date From | Date To |
|  |  |  |
|  |  |  |
| Qualifications gained (Including level/grade) |

|  |  |  |
| --- | --- | --- |
| Further Education (College/University) | Date From | Date To |
|   |  |  |
|  |  |  |
| Qualifications gained (Including level/grade) |

|  |
| --- |
| Other Relevant Courses/Qualifications |

**8. Church Affiliation**

Where there is a Genuine Occupation Requirement, Spinnaker Trust Ltd, by its Trust Deeds, is required to check that employees agree with its Christian basis of faith. We therefore ask you to read and sign our Basis of Faith document, enclosed with this form, and would also like to know about your church connections. For most (but not all) roles it is a genuine occupational requirement that the post holder be a committed Christian and able to demonstrate sympathy with the ethos and values of Spinnaker.

|  |  |
| --- | --- |
| Name of church/fellowship you attend | Address |
| Name of church leader/pastor | How long have you attended this church? |
| Briefly describe any responsibilities you have at this church |

**9. Relevant Experience, Skills and Abilities**

Please consider and explain how your experience, skills and abilities make you suitable for this job/voluntary position. These may have been gained through previous jobs, voluntary and/or community work, spare time activities or training.If you have received a person specification for the job you are applying for, please read this before completing this section.

If necessary, please continue on a clearly marked separate page(s)

|  |
| --- |
|  |

**10. Data Protection Act 1998**

The information given on this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 1998 the information you give us will only be used for recruitment purposes. We may contact other relevant organisations to check factual information you have given on this application form. The information will be stored manually and/or electronically and disposed of after 12 months if your application is unsuccessful.

**11. Declaration**

I declare that the information given on this form is correct to the best of my knowledge and belief and I understand that any false statements on this form could result in my application being taken no further, an offer of employment being withdrawn, or disciplinary action leading to dismissal being taken (if employment has commenced).

Date:

Signed:

**12. Monitoring information**

Spinnaker Trust Ltd is committed to providing a vital, practical response to the needs of those we serve, regardless of race, religion, lifestyle, sex, sexuality, physical/mental disability, offending background or any other factor.

Spinnaker is committed to ensuring equality of opportunity to all applicants and employees. To help us monitor how well we are doing, please provide the following information:

|  |  |
| --- | --- |
| Applicant Name:  | Job Title: |
| Gender: [ ]  Female [ ]  Male | Marital Status: |
| Date of Birth: | Age: |

**Disability**

Do you have any disabilities that might affect your application?

[ ]  Yes [ ]  No

Please tell us if:

a) there are any reasonable adjustments we can make to assist you in your application.

b) there are any reasonable adjustments we can make to the job itself to help you carry it out.

**Ethnic Background**

Choose one section from (A) to (E) then tick the appropriate box to indicate your ethnic background.

|  |  |
| --- | --- |
| **A) White**[ ]  British[ ]  Irish[ ]  Any other White background,  please specify: | **B) Mixed**[ ]  White and Black Caribbean[ ]  White and Black African [ ]  White and Asian[ ]  Any other Mixed background,  please specify:  |
| **C) Asian or Asian British**[ ]  Bangladeshi[ ]  Indian [ ]  Pakistani [ ]  Any other Asian background,  please specify:  | **D) Black or Black British**[ ]  African[ ]  Caribbean[ ]  Any other Black background,  please specify: |
| **E) Chinese or other ethnic group**[ ]  Chinese[ ]  Any other background, please specify: | **F) Would prefer not to state ethnicity**[x]  |

**Basis of Faith**

The doctrinal basis of Spinnaker Trust Limited is detailed below, please sign to say that you stand with us in these beliefs and return this form to us with your application:

We believe in...

1. The one true God who lives eternally in three persons - the Father, the Son and the Holy Spirit.

2. The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.

3. The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God - fully trustworthy for faith and conduct.

4. The dignity of all people, made male and female in God’s image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgment.

5. The incarnation of God’s eternal Son, the Lord Jesus Christ - born of the virgin Mary, truly divine and truly human, yet without sin.

6. The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.

7. The bodily resurrection of Christ, the firstfruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.

8. The justification of sinners solely by the grace of God through faith in Christ.

9. The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.

10. The Church, the body of Christ both local and universal, the priesthood of all believers - given life by the Spirit and endowed with the Spirit’s gifts to worship God and proclaim the gospel, promoting justice and love.

11. The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

**Signed............................................... Name:.......................................……**

**Employee / Member /** **Trustee** of Spinnaker Trust Ltd.

**Date: .............................**

Spinnaker Trust Ltd, 172 High Street, London, SE20 7QS Tel: 020 8778 3181 Email spinnaker@spinnaker.org.uk

A company limited by guarantee, with charitable status. Company No: 5503977. Charity No: 1111351