

## About the Probation Service

The aims of the Probation Service are:-

- To protect the public
- To reduce reoffending
- The proper punishment of offenders in the community
- Ensuring offenders' awareness of the effects of crime on the victims of crime and the public
- The rehabilitation of offenders

## About Greater Manchester Probation Trust

**Our strategic Aim is “to ensure offenders’ successful completion of their community orders and licences”.**

Greater Manchester Probation Trust covers 1,287 square kilometres and serves around 2.5 million people from a wide range of social backgrounds – ethnic minorities from 9% of the population (approximately 220,000 people).

The Greater Manchester Probation Trust aims to enforce community punishments effectively, reduce re-offending and protect the public by managing offenders in the community – at any one time we are responsible for supervising around 16,500 offenders. Each year we provide over 12,000 court reports for sentencers in the Magistrates and Crown Courts and supervise the completion of over 600,000 hours of Community Payback by offenders to improve local communities across Greater Manchester.

We employ about 1,300 staff in field teams, courts, prisons, approved premises and at our Head Office. Field teams are based in 9 districts which share Local Authority boundaries – Wigan, Bolton, Bury, Rochdale, Oldham, Tameside, Stockport, Manchester City /Trafford and Salford. Our 2011/12 budget is £47m.

The Trust comprises a Chair, a Chief Executive and 12 members. Its main function is to ensure that Greater Manchester meets the objectives of the Probation Service, uses its resources effectively and delivers a service that responds to needs of the community. As a large and progressing Probation Trust, we aim to be at the forefront of good practice and to make a positive contribution to the development of national strategy. Our success has made us one of the top performing Probation Trusts in England and Wales – we intend to maintain and, wherever possible, improve that performance.

## Guidance for Transgendered Applicants

We welcome applications from individuals who identify themselves as transgendered. We provide designated contacts within our HR Department to assist you with the application process. Please read the following notes prior to completing your application.

1. Monitoring Data Form. If you do not wish to identify yourself as transgendered you may leave this section blank. If you wish to return the Monitoring Data Form in a separate envelope you may do so.
2. You will not be asked to disclose previous names until an offer of employment is made. At this point you will be asked to complete a form detailing previous names; this will be treated confidentially and will only be held by the designated individuals, who are aware of the Gender Recognition Act 2004 in respect of disclosure of protected information. GMPT treats information about transgendered applicants and staff as though it is covered by the Gender Recognition Act 2004 whether or not the individual has applied for or been granted a Gender Recognition Certificate.
3. Successful candidates may be required to obtain Criminal Records Bureau clearance. There is a designated process for transgendered individuals to follow in relation to this and assistance can be obtained from the named contacts.

The designated contacts for transgendered applicants are: -

Sangita Parmar - HR Manager  
Caroline Lochhead - Business Support Manager

## General guidance for completing the application form

Please note we **do not** accept CVs or faxed copies of applications. Any covering letter will not be seen by the shortlisting panel and should not, therefore, include any information which needs to be considered as part of your overall application.

Please use **black ink** or type your application form

Please complete all sections fully. Failure to do so may result in your application not being considered. The decision to invite you for interview will be based on the information which you provide on your application form. You must, therefore, demonstrate that you meet all the essential criteria and as many of the desirable criteria as you possibly can. It is important that you provide examples to support what you are saying; simply making statements will not enable you to meet the shortlisting criteria.

Please make sure you are available for any interview date(s) stated.

Please make sure you return your application form in good time before the closing date. Applications received after the closing date will not be considered.

Monitoring Data Form – all details in this section will remain totally anonymous. It will be detached from the rest of the form before shortlisting takes place.

Due to the large volume of applications processed at any one time, we will only write to those who are invited to the next stage. Therefore, if you do not receive further communication from us within 4 weeks of the closing date, you may assume you have been unsuccessful on this occasion.

If you wish to receive an application form or information in an alternative format to address the requirements of a disability or if you are a disabled person requiring assistance in completing the form please contact 0161 872 4802.

Applicants with a disability who can demonstrate that they meet the essential criteria for the job and apply under the Guaranteed Interview Scheme will be guaranteed an interview. If you wish to apply for a guaranteed interview, please complete the additional 'Application For A Guaranteed Interview For A Person With Disability' form.

### **Candidate Ref no**

This is for office use only.

### **Application for employment as**

Please complete the title of the vacancy you are applying for (as shown on the job advert).

### **Vacancy ref no**

Please complete the vacancy reference number of the vacancy you are applying for (as shown on the job advert).

### **Section 1 - Personal Information**

Please complete this section fully as we may need to contact you at some point during the recruitment process. Please feel free to note the most suitable method of contacting you, i.e. e-mail, telephone, etc and the most convenient time.

### **Section 2 - Education and Qualifications**

Please complete this section as fully as possible.

### **Section 3 – Present Employment**

Give details of your current post. If you are currently out of work please write this in the *Name and address of current employer* space.

### **Section 4 – Employment History**

List all jobs you have undertaken in the previous 10 years, beginning with the most recent and listing all work undertaken since leaving school/college, etc. Please account for all your time including details of voluntary work, periods of self employment, unpaid work and periods of unemployment or education.

### **Section 5 – References**

Your first referee should be your present or most recent employer. If you are a student please indicate your course tutor. In all cases your referees should be in a position to give information when asked about your abilities to carry out the post, attendance and conduct. All offers of appointment depend on receiving satisfactory references.

## **Section 6**

Some postholders are required to possess a full driving licence and/or a vehicle for work purposes

## **Section 7 - Convictions**

Many of the posts in the Probation Service are exempt from the requirements of the Rehabilitation of Offenders Act 1974. These posts are those based in approved premises, or whose duties involve the supervision of offenders. Applicants for these posts are required to declare any previous criminal convictions or cautions. The Probation Area will seek confirmation of criminal history from the Criminal Records Bureau (CRB) before confirming the appointment of any person to these posts.

For all other posts in the Probation Service, the employer is entitled to ask for details of those criminal convictions or cautions that are "unspent" as defined by the Rehabilitation of Offenders Act 1974. An explanation of what counts as an "unspent conviction" is given in the job description. Failure to declare any such conviction that is subsequently made known to the employer may be grounds for summary dismissal.

Possession of a conviction will not automatically bar you from being appointed

## **Section 8**

Please complete this section as fully as possible.

## **Section 9**

Please complete this section as fully as possible.

## **Section 10 – Skills and Experience**

The person specification lists the skills, knowledge and experience required to enable you to carry out the duties of the job for which you applied. The Selection Panel will also compare your completed application form against it to decide whom to invite to interview. It is therefore important that you read and understand it thoroughly. Please ensure that you address all criteria listed as essential in the person specification.

### **Essential Requirements**

You must meet the essential requirements in order to do the job. Candidates with a disability who can demonstrate they meet these requirements are guaranteed an interview if a completed 'Application For A Guaranteed Interview For A Person With Disability' form is submitted with their application.

When completing the application form refer, where possible, to skills gained from your previous jobs (paid, voluntary or unpaid) or education and give examples that demonstrate how you meet the essential requirements.

An example of this would be:

- Experience in supervising and co-ordinating a team

Think about the supervisory posts you have held and outline an example of how you co-ordinated this work.

### **Desirable Requirements**

Candidates who also meet the desirable requirements are likely to perform the complete range of tasks in the job more easily.

When completing the application form, refer where possible to skills gained from your previous jobs (paid, voluntary or unpaid) or education and give examples that demonstrate how you meet the essential requirements.

An example of this would be:

- Able to work in a pressurised environment

Think about your previous jobs, how pressurised these were on occasions and outline an example of how you coped.

**Please complete Section 10 of the application form in no more than two pages clearly stating your skills and experience relevant to this post. Please note that if you do not include a response to Section 10 your application will not be submitted to the shortlisting stage.**