

Sitting and Befriending Service – Befriender Position

General Application Advice

The application form is a chance for you to tell us about yourself. Please include as much relevant information as you can as this demonstrates whether you meet the person profile and are suitable for the role. It also helps us when considering matches with our clients.

Please ensure you include the following:

- Details of **ALL** experience you have had working with children and young people. This could be both formal and informal e.g. babysitting for family and friends, mentoring, having responsibility for younger family members, working in children's clubs.
- Information about other skills you have – e.g. clubs you have belonged to, activities or events you might have helped organise, Duke of Edinburgh Awards or similar
- Details of leisure interests or hobbies e.g. are you a keen sportsperson or musician, you like painting or singing
- Information on other jobs you have done that have developed personal or professional skills

Pre-Interview Phone Call

Once we receive your application, we will give you a call to discuss your qualifications and set up an interview day/time.

During this phone call we will also talk through your DBS documents and make sure that you have the appropriate ones to bring with you to the interview. **You will need to email scans/photos of these documents to us before your interview.**

The Interview

The interview will take place in our Teddington office and will last approximately 1 hour. Although we have a set of questions we ask of all applicants, the interview provides an opportunity for us to talk further about the service and to find out more about you and a chance for you to ask us questions.

You must bring the original copies of the documents scanned and emailed to us to your interview so we can confirm them for the Enhanced DBS (police) check.

- The DBS requires that you present a passport if you have one
- If you are NOT a British or EU national you must present your right to work documentation
- If you have a current DBS from another organisation that has been issued in the last 6 months, we can accept this. You must bring the original certificate with you to the interview so we can confirm its authenticity.

After the Interview

If you have been offered a conditional offer of employment, we will:

- Take up your 2 references
- Send you details to begin the process for an online DBS check
- Sign you up for an online safeguarding course
- Ask you to sign up to the Zoom Induction course

References

You need to provide details for 2 people who we can contact for a reference.

Suitable referees include:

- School / college tutor
- Mentor
- Previous or current employer

Your referees need to know you well – **more than a year** – and be able to comment on your personal characteristics and suitability for this role, based either on their experience of your work with children and young people or on what they know about you personally.

We ask for written references so we can write to your referees explaining who Ruils is and what this role involves.

Please note:

- We cannot take a reference from an immediate family member unless they are or have been your employer.

DBS Documentation

The DBS process is a very strict and inflexible process which we have to follow exactly as it is laid down. What this means is that we have no discretion about what documentation we can accept for your proof of identity. We realise that for students and young people this can create some problems, especially around providing proof of your current address.

Please note:

- You need to provide **original copies** – photocopies and internet print outs are not acceptable.

You need a **minimum** of **3** documents. Between them they must prove your **date of birth** and **current address**.

Your current address is **the address you are living at** unless you are a student in which case you can provide proof of your home address if you have not changed your official documentation to your student accommodation.

Proving Your Current Address

We realise that this can be a problem for students and young people as you may not have official documentation in your name at your student accommodation.

If you don't have any official correspondence addressed to you at your current address you can bring documentation that proves your home address as long as this remains your main home when you are not at college / university. If you have permanently moved out of your family home you will need to provide evidence of your current accommodation.

We can accept your driving licence if it shows your current address.

Please note:

- It is a legal requirement that your driving licence shows your current address.

What identity documents are accepted:

Please read the following page carefully as many of the documents have to be UK documents and some need to be dated within the last **3** or **12** months.

We need to see **1** document from **Group 1** and **2** further documents from any of the groups.

If you are in any doubt about which documents you can present bring them all with you – it is always better to bring more documentation than you think you will need.

If you already have a DBS:

We can accept a DBS carried out by another organisation as long as it is less than 6 months old and meets our criteria.

We will need to see your original DBS certificate.

Update service:

If you are signed up to the DBS update service we will need the following to access your information:

- Your DBS certificate number
- Your name as it appears on the DBS certificate
- Your date of birth as it appears on the DBS certificate
- We will need to see the original DBS certificate

Passport and Right to Work:

- We **MUST** see your passport if you have a current and valid one
- If you are **NOT** a British or EU national you must present your Right to Work documentation

DBS: What Identity Documents Are Accepted?

Group 1 – Primary Trusted Identity Credentials

Passport	Any current and valid passport
Biometric Residence Permit	UK
Current driving licence – photo card (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth Certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a – Trusted Government/State Issued Documents

Current driving licence photocard - (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group 2b – Financial/Social History Documents

Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card		Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid