

**Application Information**

Working across the Tees Valley, Actes Trust is a charity that Achieves Change Through Enterprising Solutions. We have a successful track record of developing and delivering accredited and non-accredited programmes and training courses, and we work with a variety of partners, including other charities, local authorities, education providers and statutory services to support our delivery, ensuring a tailored approach to all that we work with.

At Actes Trust, we believe there is potential in everyone, and we are committed to helping those who we support recognise their own potential, progress towards their goals and make positive changes. Our main areas of expertise lie in employability support, education & training, environmental inclusion, health & wellbeing and ex-offender support.

**Guidance for applicants**

**Applications**

We are committed to recruiting the best people to fill our vacancies in a fair and equitable way. An application form helps us to compare individuals on a like for like basis and we will therefore not be able to process applications that are not completed fully. A CV may be submitted alongside a fully completed application as a supporting document; however this is not a mandatory requirement.

**Equal opportunities**

Actes Trust is an equal opportunities employer and all appointments are made on merit. Short listing is carried out by assessing the information you provide against the requirements of the role as detailed in the Job Description and Person Specification.

All applications will be kept on file, confidentially within the Human Resources Department for a period of 6 months. If you are not successful in your application, please do not be discouraged from re-applying; your skills and experiences may be what we need for our next vacancy.

**DBS Disclosure**

All of Actes Trust’s appointments to posts are subject to a DBS Disclosure and therefore all unspent convictions are requested to be listed on the application form. Please note that unspent convictions apply to any conviction within the last 5 years.

**Qualifications/Examination Certificates**

Candidates called for interview should bring originals of all certificates to interview.

**Right to Work Documentation**

Candidates called for interview should bring with them evidence of their right to work within the UK. Documentation that will need to be seen is either:

* A valid passport; or
* A P60 and a full birth certificate; or

If your passport comes from outside the EEA you will have to gain possession of a Visa and a Certificate of Sponsorship, the latter having been issued by the HR Dept.

Please note that we will need to see original documents at interview. The successful applicant will then be asked to bring the original documents with them on their first day of work in order for a copy to be taken and kept confidentially within Human Resources Department. Please note that we are unable to make an offer of employment unless proof of right to work has been seen.

**General Advice to all Applicants**

If you are appointed to the post and you are in receipt of benefit such as Housing and/or Council Tax benefit, Tax Credits or any benefit from the Department of Work and pensions, it is your responsibility to inform all of the organisations involved that your circumstances have changed.

**Informal Enquiries**

If you would like to discuss the role in more detail, please follow the instructions listed within the job advert. If no such instructions are provided within the advert, please contact actestrust@outlook.com

**Returning Your Application**

You may return your application by post, or alternatively via email. Please follow the instructions provided within the job advert. If no such instructions are provided within the advert, please submit your application to actestrust@outlook.com, or post/hand-deliver to:

Recruitment Section

Actes Trust

99 Acklam Road

Middlesbrough

TS5 5HR

**Please note that we do not accept any late applications.**