



Valentine House
1079 Rochdale Road
Blackley
Manchester
M9 8AJ

[T/F] 0161 702 1000

[E] mail@partnersofprisoners.co.uk

[W] www.partnersofprisoners.co.uk

Dear Applicant,

RE: Bank Work

Please find enclosed the following documents: -

- Bank Worker Application Pack
- Terms and Conditions of Bank Work (x2)

Please complete the application form, sign on copy of the Terms and Conditions of Bank Work (keep on copy for your own records) and return it to me, at the above address.

On receipt of your completed application you will be invited to an interview by the line manager of the area you are interested in bank working for. This date of interview will be arranged for a time that suits you.

I look forward to receiving your application.

Yours sincerely,

Human Resources Department



**TERMS AND CONDITIONS OF YOUR PROVISION OF SERVICES TO
PARTNERS OF PRISONERS AND FAMILIES SUPPORT GROUP (POPS)
AS A BANK WORKER**

The primary purpose of this document is to summarise the terms on which you are engaged by POPS as a BANK worker.

1. Due to the nature of your provision of services to POPS, you are classified at law as being a worker, rather than an employee. On that basis, you do not have the benefit of any statutory or other protections and entitlements afforded to employees, nor any accrual of continuity of service as an employee. This document is not therefore intended to constitute a contract of employment, nor a written statement of terms in accordance with section 1 Employment Rights Act 1996, as an employee would be entitled to receive.
2. You are engaged by POPS on an 'as required' basis and POPS is under no obligation to provide you with any work.
3. POPS will contact you should it require your services, but you will be under no obligation whatsoever to accept any work offered, nor will you be subject to any disciplinary action should you decide not to accept any offer of work, whether this refusal to work is on an intermittent or serial basis.
4. Should you be unable to work at any time when requested to do so by POPS, we will contact another BANK worker to work in your place.
5. In the event that you do agree to perform services for us, you will be required to use reasonable skill and care in the performance of your duties, but you will not be required to enter into any formal written agreement with POPS to regulate your work, nor will you be subject to any of POPS' internal rules or policies as would apply to employees.
6. You will be paid for work actually undertaken by you for POPS but you will not receive any payment for periods of time during which you do not perform any work for POPS. For the avoidance of doubt, should you fail to perform any work whatsoever for POPS, you will not receive any payment. If you do perform work for POPS, you will receive payment at an hourly rate of: £6.07 (Reception Area), £6.07 (Tea Bar) and £6.07 (Play Area).
7. Time sheets will have to be completed by yourself and signed/authorised by the Visitor Centre Coordinator you worked at. You will be paid on a monthly basis (upon the receipt of your authorised time sheets) for any work performed in the relevant month.
8. The only exception to the general statement that you are not entitled to payment, other than for hours actually worked for us, is that your pay rate is deemed to include an element of holiday pay at 8%. Certain categories of worker, at law, are

entitled to paid holiday. We do not consider that the legal position is at all clear in the case of the arrangement that we have, and even if you are legally entitled to holiday pay, it is unclear as to how we could administer such entitlement, given the sporadic nature of your work. On that basis, we will add this element of holiday pay on to your hourly rate, and therefore any entitlement to payment from us in the event of you taking holiday would be satisfied. Therefore your rates will be as follows inclusive of holiday entitlement:

£6.56 (£0.49p of this rate = Holiday Entitlement) Reception Area

£6.56 (£0.49p of this rate = Holiday Entitlement) Tea Bar

£6.56 (£0.49p of this rate = Holiday Entitlement) Play Area

9. Again, however, the provision of this benefit should not be construed in any way as giving you any additional claim to employment status.
10. In accordance with the relevant Inland Revenue rules, we are obliged to deduct tax and national insurance from all payments made to you, but this should not be construed as making any difference to your status, as stated above, of not being an employee of POPS. This is just an administrative requirement that we are expected to fulfill.
11. Whilst you are not performing work for POPS, neither you nor POPS are subject to any legal obligations to the other.
12. You are free at any time to work for any other third party, and POPS has no interest in nor will seek to exercise any control over the identity of any other business, organisation or individual for whom you choose to perform services while you are not working for POPS.
13. You are not eligible to receive any benefits, such as bonuses, insurances, pension scheme membership/contributions etc from POPS, as may be available to employees of the organisation.
14. Should you be unable to work for POPS on any specific engagement due to sickness, we are under no obligation to pay you statutory sick pay.

Please sign, date and return this document as a sign that you understand the terms set out above.

Yours sincerely



Human Resources Department

I.....confirm that I have received and read the original letter of which this is a copy and that I understand and agree that the terms stated govern my engagement with POPS as a BANK worker.

.....
Signed

.....
Dated



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Yours sincerely



Human Resources Department

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.....
Signed

.....
Dated

Bank Work Application Form

A COMPANY LIMITED BY GUARANTEE
REG CHARITY NO: 1048152 COMPANY NO: 3067385
REG VAT NO: 883303130



Please complete this form using black ink, type or on your PC.

Please select the locations are you interested in providing Bank Work at. You can select more than one

To tick the box, double click on it and select, under default value, "checked"

- | | |
|--|---|
| <input type="checkbox"/> HMP Buckley Hall | <input type="checkbox"/> HMP Liverpool |
| <input type="checkbox"/> HMP & YOI Doncaster | <input type="checkbox"/> HMP Risley |
| <input type="checkbox"/> HMP Garth | <input type="checkbox"/> HMP Wymott |
| <input type="checkbox"/> HMYOI Hindley | <input type="checkbox"/> POPS Head Office |
| <input type="checkbox"/> HMP Kirkham | |

What areas of Bank Work would be of interest to you? You can select more than one

- | | |
|--|---|
| <input type="checkbox"/> Admin (Head Office) | <input type="checkbox"/> Tea Bar (Visitor Centre) |
| <input type="checkbox"/> Play Work (Visitor Centre) | <input type="checkbox"/> Arrest Referral Helpline (Head Office) |
| <input type="checkbox"/> Reception (Visitor Centre) | |
| <input type="checkbox"/> Court Support (Manchester Magistrates Court) | |
| <input type="checkbox"/> Intensive Alternative to Custody Support (Manchester) | |

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Your Personal Details

First Name(s): Surname:

Address:

Postcode:

National Insurance No:

Home Telephone No:

Mobile Telephone No:

e-mail address:

Do you have the use of a car? Yes No

Do you have a full drivers licence and current insurance policy? Yes No

Bank Work Opportunities

(Please indicate what day(s) you would be available and for how many hours)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

How did you find out about POPS?

(e.g. a friend, POPS worker, the POPS website, word of mouth, etc)

Current or Most Recent Paid/Voluntary Work

If you are working for yourself, put 'self-employed' where the form asks for 'Role Title'. If you are unemployed please give details of your most recent job, however long ago it was.

Name of Organisation:

Address:

Postcode

Your Role Title:

Brief description of your duties:

Continue on a separate sheet if necessary

Previous Paid/Voluntary Work

Please detail your employment/volunteering history (most recent first).

Name of Organisation:

Address:

Postcode

Your Role Title:

Summary of duties:

Name of Organisation:

Address:

Postcode

Your Role Title:

Summary of duties:

Continue on a separate sheet if necessary

Education

Qualifications obtained from Schools, Colleges and Universities. Please list most recent qualification first.

From	To	Name/ Address of Educational Establishment and Qualifications/ Grades Achieved

Continue on a separate sheet if necessary

Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Date	Details

Continue on a separate sheet if necessary

Personal Statement

Please tell us why you would like to provide Bank Work for POPS, and what you hope to achieve from this. If you have any connections with local community groups, clubs or associations, please give details of your involvement. If you are or have been involved in voluntary/unpaid activities, please also include this information.

Continue on a separate sheet if necessary

Are you currently the subject of criminal charges?

Yes No

If yes, please give details:

Do you agree with the above information being checked with the police? Yes No

If you have a maiden name, or have ever changed your name(s), please give full details and dates of change:

How tall are you?

What colour are your eyes?

Do you have any significant marks by which you can be identified by? Yes No

If yes, please give details:

Have you been police checked in the last three years? Yes No

If yes, please give details:

As an organisation using the Criminal Records Bureau (CRB) Disclosure Service to help assess the suitability of applicants for positions of trust, POPS complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

The cost of the Enhanced CRB application shall be paid for by POPS should your application be accepted.

Workwear Allowance

Bank Workers may be required to wear POPS Workwear. This will only be issued after three months of regular Bank Work.

Declaration

Are you related to or do you have a close personal relationship with an employee(s) of POPS?

Yes No

If yes, specify name(s), position(s) and relationship(s)

B. Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered by myself
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of Bank Work and the Bank Work description.

Signed:

Date:

(NB. Candidates selected for interview will normally be notified within three weeks of the receipt of the application. Unfortunately applicants who do not hear from POPS must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in Bank Working for POPS.

POPS undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

If you are returning this form by email, you will be asked to sign your application at interview.

RETURNING THIS FORM



By Hand or Post:

Partners Of Prisoners And Families Support Group
Valentine House
1079 Rochdale Road
Blackley
Manchester
M9 8AJ



By e-mail:

mail@partnersofprisoners.co.uk

Enquiries:

Telephone: 0161 702 1000
Fax: 0161 702 1000

Recruitment Monitoring Form

The following two sheets will be separated from your application form upon receipt. They do not form part of the selection process. They will be retained by the Human Resources Department purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please **COMPLETE THIS SECTION OF THE APPLICATION FORM.**

What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A. White	White UK	<input type="checkbox"/>	White non-UK	<input type="checkbox"/>
Irish		<input type="checkbox"/>	Any other White background (please give details):	<input type="checkbox"/>

B. Mixed	White & Black Caribbean	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
White & Asian		<input type="checkbox"/>	Any other Mixed background (please give details):	<input type="checkbox"/>

C. Asian or Asian British	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Bangladeshi		<input type="checkbox"/>	Any other Asian background (please give details):	<input type="checkbox"/>

D. Black or Black British	Black Caribbean	<input type="checkbox"/>	Black African	<input type="checkbox"/>
			Any other Black background (please give details):	<input type="checkbox"/>

E. Chinese or other ethnic group	Chinese	<input type="checkbox"/>	Vietnamese	<input type="checkbox"/>
	Any other ethnic background (please give details):			<input type="checkbox"/>

F. I do not wish to provide this information	<input type="checkbox"/>
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Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please give details:

Age Group					
18-25	<input type="checkbox"/>	26-35	<input type="checkbox"/>	36-45	<input type="checkbox"/>
46-55	<input type="checkbox"/>	56-65	<input type="checkbox"/>	Over 65	<input type="checkbox"/>

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM