

Your Ref:  
Our Ref: Merseyside Instructors  
Date: July 2010



Unit 101 Century Building  
Brunswick Business Park  
Liverpool L3 4BL  
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### **Cycling Instructor Application Form**

Cycling Solutions is recruiting more instructors to join our existing team. Please complete and return this application form. If successfully short-listed, an interview should follow within a few days. If you haven't heard from us I'm afraid you haven't been successful this time.

We're looking for people able to start working in September 2010. You will need to attend a 4 day training course on **August 16<sup>th</sup>, 17<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup>**.

For clarity, we would prefer you to type your answers if possible, otherwise please use a black pen.

The following items are included:

- A Job Description, outlining the job purpose, principal responsibilities, key tasks
- A Person Specification, stating the essential and desirable skills and experience required for the job
- An Application Form
- Our equal opportunities policy
- An equal opportunities monitoring form

Please send your application to Rachel Johnson, Cycling Solutions, Unit 101 Century Building, Brunswick Business Park, Liverpool, L3 4BL. Or you can email to [info@cyclingsolutions.co.uk](mailto:info@cyclingsolutions.co.uk), please use the subject line Application Form – Merseyside.

May I take this opportunity to thank you for your interest in Cycling Solutions and the advertised position and finally, to wish you luck if you submit an application.

Yours sincerely

Rachel Johnson

Recruitment Manager

# **Cycling Solutions Job Description & Person Specification**

## **Cycle Training Instructor**

### **Job Purpose**

Responsible for the provision of cyclist training and associated activities, and other cycling related services, carried out by Cycling Solutions.

### **Job Tasks**

In carrying out any or all of the following tasks, the post holder will be expected to pay due regard at all times to Cycling Solutions' stated policies relating to customer service and equal and fair treatment for all customers and employees.

The post holder will be expected to carry out any reasonable task required which falls within the scope of the purpose of the post. The main task, which may change through the natural development of the post, is to provide National Standard cyclist training for young people and adults. This is broken down to 3 levels.

Level 1 – usually delivered as a 1½ hour off-road course in basic cycling skills.

Level 2 – usually delivered as a 6 hour course of on-road cycle training spread over 3 sessions.

Level 3 – usually delivered as a 2 hour one-to-one on-road course over routes that the trainee selects.

The bulk of the work is likely to be teaching Level 2 of the National Standards to primary school children.

Please note that as a Cycling Instructor you will be travelling to numerous locations throughout the Merseyside area in order to provide training to as many people as possible. The more flexible and able you are to travel further distances the more work we can offer you. We pay all travel expenses for any journey greater than 3 miles, this includes train fares/bus fares etc. as well as a cycle mileage of 20p per/mile, to encourage cycle activity.

Full training will be available to successful applicants. We will pay for you to undertake the training but not for your time whilst in training.

### **Other work that may be available**

Leading cycle rides.

To assist in the training of new instructors, maintenance courses.

The delivery of other work related to the promotion of cycling specifically and sustainable transport generally.

### **Job Dimensions**

The post holders will be responsible to Cycling Solutions Training Manager.

### **Person Specification**

The ideal candidate will be able to demonstrate they possess the following skills and attributes:

#### **Essential Criteria**

The post holder will:

- Be a competent cyclist with experience of cycling in modern traffic conditions.
- Have a clear commitment to promoting cycling and the development and delivery of customer centred services.
- Be able to communicate easily with adults and children aged 8 years and above.
- Have a calm and responsible attitude, able to deal with minor emergencies and find solutions to problems that arise.
- Be willing to successfully undertake comprehensive training in all aspects of instruction required to deliver the curricula of Cycling Solutions training courses.
- Have good interpersonal skills and the ability to work well in a small team.
- Have a good standard of spoken & written English and be able to communicate complex issues in clear simple language.

### **Desirable criteria**

The post holder may also have:

- Experience of effective working with schools.
- Commitment to promote cycling to all in the community.
- Some relevant training / teaching experience.
- Strong verbal presentational skills.
- Other language skills

### **Salary and employment conditions**

Employment is on a casual basis. We guarantee you no hours but will normally expect instructors to deliver around 20 hours training per week during school term times. Pay is £8.32 per hour, and we additionally pay you for work before and after the training delivery. Under normal circumstances 20 hours of training delivery in a week would equate to 25 hours pay.

Our minimum criterion is that you can be available to deliver 2 days of training at the same times each week during school hours during each school half term.

There may be work available during the school holidays.

We are a family friendly employer and will endeavour to arrange hours suitable to you. Most of our workload is delivered during school hours so may be suitable for those with child care responsibilities.

There is initially a three month probationary period, just to ensure you enjoy the work and we get on together. Any appointment will be made subject to:

- Qualifying as a National Standards Instructor, and
- As most of our work is with children, a satisfactory CRB report.

## **Guidance notes**

### **The Application Form**

- The application form plays an important part in the selection process; decisions to shortlist candidates for interview are based solely upon the information you supply on your form and the form provides a basis for the interview itself.
- Curriculum Vitae (CVs) alone will not be accepted. However, CVs will be accepted *in addition* to a fully completed application form.
- You may complete the form on a word-processor but please use the appropriate headings and format.

### **Section 1: Personal Details**

Please give your surname and initials. You are not, however, required to provide your preferred title and/or your forenames. If you have a title or other name you would like to be called (should you be called for an interview), you may at your discretion enter those details.

### **Section 2: Education and Professional Qualifications**

List membership of professional institutes, in-house courses and professional qualifications if applicable. If you are already trained as a cycling instructor please tell us where, when and with which training provider you qualified. Also whether you are fully or provisionally accredited. Essential qualifications will be checked on appointment to a post.

### **Section 3: Present Post**

- Please provide brief information in respect of responsibilities including reporting and management duties. This section should not be left blank unless the position you are applying for is your first job.
- Should you be selected for the role “your reason for leaving or wishing to leave” may be verified if we take references per Section 7 below.

### **Section 4: Previous Employment**

- Do not simply list the duties of your jobs. Please give a brief explanation of the main duties of your previous jobs.
- Whilst you are not required to provide dates in relation to previous jobs it is important you confirm whether or not you have had material gaps in your employment. If you have, it would be helpful if you could provide relevant details.

### **Section 5: Relevant Skills, Abilities, Knowledge and Experience**

- This section is vital.
- Think about what evidence you can provide to demonstrate you have the necessary skills, ability, knowledge and experience required.
- You may have acquired these in a variety of ways e.g. through work, running a home, voluntary work, hobbies etc.
- Address each of the criteria separately and briefly outline how you meet each one, providing specific examples.

## **Section 6: Other information**

A simple list will suffice unless positions held and the skills/experience attained are directly relevant to the position for which you are applying.

## **Section 7: References**

- Should you be selected for the role we will want to take up referees as outlined below. However if possible we would like to do this earlier in the process. Please indicate if we can contact your referees before interviewing you.
- *Employment references* – please provide referee/s details to cover recent relevant employment.
- *Academic references* – if you are a school leaver or graduate entrant and do not have any previous employment history, please supply the details of a school/college tutor.
- *Personal references* – if you have no previous employment please give details of someone who can provide a character reference.
- We reserve the right to take up references from any previous employer.

## **Section 8: Declaration**

This section must be signed by the applicant. It is a declaration of the validity of the information in the application, and confirms that misleading information would be sufficient grounds for terminating of employment.

# Cycle Training Instructor

Where did you see the vacancy advertised?

## Section 1 - Personal details

|   |          |   |
|---|----------|---|
| Surname:  |          | Initials:   |
| First name:   |          |   |
| Preferred name (Optional)                           |          |   |
| Address:  |          |   |
| Post code:  |          |   |
| Home telephone:                                     |          |   |
| Daytime telephone:                                  |          |   |
| E mail:   |          |   |
| National Insurance Number:                          |          |   |
| Nationality:  |          | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. |
| Do you need a work permit to be employed in the UK? | Yes / No | If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post.)                         |

## **Section 2 - Qualifications**

*(Please give a brief summary)*

### Section 3 - Present Post

|   |  |                             |  |
|---|--|-----------------------------|--|
| Title of Post:  |  | Salary/Grade:               |  |
| Name of Employer:   |  | Business of Employer:       |  |
| Address:  |  | Date Commenced:             |  |
|   |  | Date Ended (if applicable): |  |
|   |  |                             |  |
| Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable): |  |                             |  |
| Reason for leaving or wishing to leave:   |  |                             |  |
| Period of notice required to terminate present employment:  |  |                             |  |
| Please notify us of any dates you are available for interview:  |  |                             |  |

## Section 4 - Previous Employment

Details of previous employment (paid or unpaid) in the last ten years: (Please complete in chronological order)

|   |
|---|
| <b>1.Name and address of Employer</b>                     |
| <b>Job Title</b>  |
| <b>Brief description of duties and reason for leaving</b> |

|   |
|---|
| <b>2.Name and address of Employer</b>                     |
| <b>Job Title</b>  |
| <b>Brief description of duties and reason for leaving</b> |

**3.Name and address of Employer**

**Job Title**

**Brief description of duties and reason for leaving**

**4.Name and address of Employer**

**Job Title**

**Brief description of duties and reason for leaving**

Have you had any material (e.g. more than four months) gaps in your employment? Yes / No

If yes, please provide relevant details:

## Section 5 - Skills and Experience

The information you provide in this section is **important** in assessing your application. Please use this space to state the reasons for applying for this post, relating all your experience (paid or unpaid), achievements, skills and personal attributes relevant to the person specification for the job. We are particularly interested in any experience of cycling, training and working with young people. If necessary please continue on a separate sheet.

## Section 6 - Other information

What activities outside work interest you?

### **Rehabilitation of Offenders Act 1974**

For some vacancies, all convictions must be declared. As this position involves working with children we are required to conduct enhanced Criminal Records Bureau checks, these checks will identify any convictions you may have.

Have you ever been convicted of a criminal offence?

If "Yes", please provide further details:

### **Medical History**

Please state the number of days sickness absence in the last two years:

## Section 7 - References:

Name and Address:

Telephone:

E:mail:

Title/Position:

Relationship to Applicant:

Can we contact this referee prior to interview? Yes / No

Name and Address:

Telephone:

E:mail:

Title/Position:

Relationship to Applicant:

Can we contact this referee prior to interview? Yes / No

## Section 8 – Declaration

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

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

Name: \_\_\_\_\_

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment.

## **Equal Opportunities Policy**

The purpose of this document is to briefly state the commitment of the Board of Directors of Cycling Solutions to implement, monitor and continually improve our policy of Equal Opportunities towards all Cycling Solutions staff and job applicants. The full policy is contained in the company's staff handbook, this extract has been prepared for recruiting purposes.

Every recruitment decision made by and for our staff will be based purely on merit and ability and not upon any consideration of race, colour, religion, disability, nationality, cultural background, national origin, sex, sexual orientation, age or marital status. All efforts will be made to prevent unfair discrimination against ex-offender job applicants. Specifically, we will strive to implement the requirements of the Race Relations Act 1976 and the Disability Discrimination Act 1995.

Every employee of Cycling Solutions is obliged to uphold this policy and therefore must not discriminate on account of race, colour, religion, disability, nationality, cultural background, national origin, sex, sexual orientation, age or marital status.

Any job applicant who believes s/he has been unfairly discriminated against, or who has experienced harassment, should inform the recruiting manager or one of the Directors who will take action to investigate the complaint and take appropriate action.

We will take appropriate measures to implement best practice to improve Social Inclusion, and through Diversity recognise individuality and the opportunities this can bring to an organisation. Through application of this policy we are committed to achieving a representative workforce, appropriate to the mission statement of our company and the nature of the work to be undertaken.

This policy will be reviewed and monitored on a regular basis in terms of statistics, number and nature of any complaints received and action taken, new legislation as appropriate, use of the appeals procedure, suggestions gathered from staff and staff reviews.

## EQUAL OPPORTUNITIES - Recruitment Monitoring Form

In compliance with our equal opportunity policy, we are monitoring job applications to make sure discrimination on the grounds of sex, sexual orientation, gender reassignment, race, ethnic origin, religion, marital status, age and disability do not occur. We would be grateful if you would complete and return this form with your job application form. Please circle or make in **bold** the correct response.

### Confidential

|                           |   |     |
|---------------------------|---|-----|
| <b>1. Gender</b>          | Male      Female  |     |
| <b>2. Preferred Title</b> | Miss   Ms   Mr   Dr   Mrs   Other:(please state below)  |     |
| <b>Full Name</b>          |   |     |
| <b>3. Marital Status</b>  | Married   Divorced   Single   Widowed   Separated<br>Other:(please state)   |     |
| <b>4. Ethnic Origin</b>   | White British<br>Black/Black British<br>Chinese<br>White Irish<br>Asian<br>Mixed<br>White Other<br>Asian British<br>Other:(please state)  |     |
| <b>5. Disability</b>      | Do you consider yourself to be disabled under the Disability Discrimination Act?  | Yes |
|                           | (The Disability Discrimination Act (1995) defines disability as "a physical or mental impairment which has a substantial and adverse effect on a person's ability to carry out day to day activities".) | No  |
|                           | If yes, what is the nature of your disability? ( <i>optional</i> )  |     |
| <b>6. Age Range</b>       | 16 - 24<br>25 - 34<br>35 - 44<br>45 - 54<br>55 - 64<br>65+  |     |

The information you have provided here will stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be used solely to monitor the diversity of our recruitment regarding Equal Opportunity issues.