

GUIDELINES FOR APPLICANTS

The following notes are designed to assist you in completing the application form, to provide information about the reason for asking certain questions, and to tell you what will be required from you if your application is successful.



COMPLETING THE APPLICATION FORM

PERSONAL DETAILS

DRIVING LICENCE

Please refer to the role specification to determine the requirement for a driving licence for the position for which you are applying.

DISABILITY

We ask this question to enable us to consider any adjustments that we can make to the recruitment process itself in order to assist you.

RELIGIOUS BELIEFS

South West Community Chaplaincy is a faith-based organisation. In order to fulfil the faith Aims and Purposes of the organisation, it is essential that **certain** posts are filled by people who have a personal faith. For some posts, there is a Genuine Occupational Requirement (GOR) under the Equality Act 2010 for applicants to actively embrace the Christian faith ethos and values of SWCC, and to be able to promote an environment where people of all faiths, and people of none, can work together for the transformation of lives and communities. Where this is the case, the information which you supply in the religious beliefs section will be taken into account in the selection process.

COMPLETING THE EQUAL OPPORTUNITY & DIVERSITY MONITORING FORM

This organisation is committed to equal opportunity and diversity. To help us monitor our policy, we would be grateful if you would complete the details on this monitoring form. The information you give on this form does **not** form part of the selection procedure. The form is separated from the application form and is only used to help us monitor effectively.

DATA PROTECTION

Personal data obtained from applicants during recruitment process will be held securely by the organisation. Information provided will be used solely for the purposes of selection for the post advertised, unless express permission for additional use is sought from the applicant (e.g., if the applicant might be considered for other vacancies). Other than for the successful applicant, no personal data provided in the course of the application other than that stored and processed as part of South West Community Chaplaincy's monitoring of equal opportunities will be retained beyond six months from the date from which applicants are informed of the outcome of their application.

SAFEGUARDING OF CHILDREN, YOUNG PEOPLE* AND/OR VULNERABLE ADULTS

If you are made a conditional offer, you will be required to apply for a basic level Disclosure (DBS) check from the Disclosure and Barring Service. We will tell you how to go about this.

The Disclosure and Barring Service offers organisations a means to check the background of applicants to ensure that they do not have a history that would make them unsuitable for the post.

Organisations using the Disclosure and Barring Service must comply with a *Code of Practice*. If you require further information about disclosure you can visit the website:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

*young people are those under 18 years of age

IF YOU ARE INTERESTED IN APPLYING, PLEASE RETURN THE APPLICATION FORM AND MONITORING FORM by Friday 9th May 2025. If you would like an informal chat in the first instance, please contact Cathy on 07816 428 470.

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