

elop Guidance Notes on Completing Application Form for Employment

This guidance had been produced to ensure that applicants are:

- Aware of the requirements of the person specification.
- Careful not to omit information because they think it will be covered at the interview.
- Aware of including experience that they have gained outside paid work.
- Aware of the selection procedure.
- Aware that only the application form will be considered at short-listing and not CV's.

RECRUITMENT AND SELECTION PROCEDURE

After the closing date, all applicants will be considered using the same criteria. The application form will be matched with the person specification, a copy of which you will find detailed in the application pack. Only applicants meeting all the essential criteria on the person specification will be short-listed. The interviews will be based only on the person specification so it is important that you have reviewed this thoroughly.

Short-listed candidates will be invited for interview. The applicant appointed to the post will, therefore, have satisfied the interviewers that they have all the necessary skills to carry out the post on their own merits.

FILLING IN THE APPLICATION FORM

The job description will describe the job purpose, role and activities to be undertaken by a particular post holder, and not personal qualities.

The person specification will describe the attributes, skills and experience needed to do the tasks involved in the post. Having read these documents, please fill in the application form. **YOU MUST COMPLETE ALL SECTIONS.** If there are any sections that do not apply, please indicate this in the relevant section.

Complete all sections of the form in black type

Personal Details

In accordance with the 1998 Data Protection Act, the information you provide on the application form will only be used for recruitment purposes and not passed on to any third parties.

Present Employment

Please give details of your present or last employer. If you have more than one employer, please include this in the employment history section.

Breaks in Employment

Please give details of any breaks you have had in employment and for what reasons.

References

You must give the names of two people who can act as professional referees on your behalf. One should be your current or last employer. References may be requested once invited to interview and any offer of employment is subject to our receipt of satisfactory references.

Criminal Records and Convictions

Some ELOP posts will be exempt from the Rehabilitation of Offenders Act 1974 where the post-holder will have significant contact with young or very vulnerable people. This will be indicated on the application form. If your application is successful, in such cases we will apply to the Disclosure and Barring Service for a disclosure check. The level of this disclosure will be indicated on the application form.

Where the post is exempt from the Rehabilitation of Offenders Act 1974, you will be required to give details of any 'unspent' convictions.

In both situations, we will consider information only in relation to the post being advertised and all information will be treated in the strictest confidence.

Other Information

Disability - if you have any access or other requirements for interview, please tell us in advance what they are.

Asylum and Immigration Act – as an employer we must ensure that all employees are entitled to work in the UK. We will require evidence of entitlement to work in the UK.

Relationships with ELOP staff, volunteers and clients – due to the nature of the organisation's work you must tell us if you know any staff, volunteers or clients. This is for your protection as well as ours.

Previous Employment

Please give details of all employment and relevant voluntary work in the last 15 years. If you wish to include more than the last 15 years you may do so.

Education, Qualifications and Training

Please give details of ALL your formal education, qualifications and training. Please also tell us about relevant short courses and in-house training.

Abilities, Skills, Knowledge and Experience.

This section is the most vital part of the form. You should look at the person specification carefully and provide examples of how you meet the skills, abilities, knowledge and experience required. It is **not enough** to list what you have done or to re-write the points on the person specification and say you meet them. You should demonstrate how you meet the person specification, for example by explaining what you learnt by doing something or the skills that you used. Do not repeat your career history but select parts you think are relevant to the post. Do not forget to include any relevant experience from outside work, such as voluntary/ community work, leisure and other interests and life experience.

Declaration

Please sign and date the form. Any false information or deliberate omissions may result in withdrawal of your application and if appointed, dismissal from the post.