

## **Notes of Guidance – For Applicants**

### **Completing this form**

This form may be typed or written by hand. If you wish to send your information in a different format (e.g. word processed document) this must be laid out in an identical format to the original application form.

If you are completing the application form by hand please write as clearly as possible **using black ink** to enable the form to be photocopied.

### **1 General Information & Right to Work Information**

You will be required to prove your identity and that you are legally able to work, study or volunteer in the UK by supplying documentary evidence as required under the Asylum and Immigration Act 1996.

You may be asked to provide evidence of any membership necessary for the post.

If the post requires you to drive a Society vehicle, then you will be required to produce your driving licence. Having penalties on your licence will not necessarily preclude you from employment, it will depend on the nature of the offence and when it occurred.

This section must be completed in full, otherwise your application will be returned to you and not considered until fully completed and returned to us.

### **2 Equality Act 2010**

If you have a disability, please let us know any information you consider relevant at this stage, for example, if you require any adaptations to apply for the job or to attend an interview.

### **3 Education/Qualifications**

We are interested in your education/qualifications from the age of 15 (if any). You may be asked to provide copies of qualifications essential to this post.

### **4 Training**

You may wish to provide details of any other training you have undertaken, which may or may not have resulted in an examination or qualification.

### **5 Present or Most Recent Employment/Experience**

We require information on your present and past employment, if any, covering, in the first instance, the previous five years. Successful candidates will be required to account for any gaps in employment. If you have little or no employment history, please give details of any work experience gained, college placements, or voluntary work undertaken.

Depending on the post applied for and your individual circumstances, it may be necessary to account for more than 5 years. This will be discussed in more detail if a provisional offer is subsequently made.

## **6 References**

References may be taken up prior to any provisional offer being made.

## **7 Competency & Valued Based Questions**

When completing this section you can mention any experience gained at school or college, at home, in voluntary work, on work experience or through hobbies.

Think about how you can draw upon your skills and experience and then match these against the criteria set out on the person specification. You should avoid bland statements such as "I have all the skills and abilities mentioned in the person specification". You should include examples for the criteria on the person specification that requires further evidence than that already provided in the previous sections of the application form.

This section must be completed in full, otherwise your application will be returned to you and not considered until fully completed and returned to us.

## **8 Criminal Convictions**

If the post for which you are applying is **not 'exempt'** from the Rehabilitation of Offenders Act 1974, you do not have to disclose convictions deemed as spent.

If the post for which you are applying **is 'exempt'** from the Rehabilitation of Offenders Act 1974, in the event of you being short listed, you will be asked to complete a confidential declaration regarding any criminal convictions, whether spent or unspent, cautions, reprimands and final warnings and any other information that may have a bearing on your suitability.

'Exempt' posts are those concerned with work involving access to children, young people under 18, people with disabilities, the elderly, chronically sick, alcohol or drug mis-users and offenders. Because of the sensitive nature of the duties the post holder will be expected to undertake, you are required to disclose details of any criminal record, prior to interview.

The Job Description will clearly state whether or not the post is 'exempt'.

A Standard or Enhanced Disclosure from the Disclosure & Barring Service will also be required, the level of which will be determined by the work involved. This will be obtained as required by law, at the organisation's expense, once a provisional offer has been made and accepted.

In respect of an Enhanced Disclosure, you are required to give other information such as police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for the post.

If you declare any unspent criminal convictions or cases pending against you this will not automatically disbar your application. This will depend on the nature of the post and the

circumstances and background of your offences. Prior to a provisional offer being made your criminal record will be discussed with you.

## **9 Data Protection Act 2018**

Please make sure that you have signed and dated the application form consenting to us using your information, and confirming that your details are correct and complete. The falsification of information on the form will result in the application not being pursued or your contract being terminated if you have already been appointed.

## **10 Recruitment Monitoring**

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunity in Employment. Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing.

### **What Happens Next?**

After the closing date, shortlisting will be conducted by a Panel, who will match your skills/experience(s) against the criteria in the Person Specification.

The selection process may involve an interview(s), a short presentation or work-based test.

The Person Specification indicates how the criteria will be assessed, e.g.:

- A = application form,
- D = documentary,
- E = exercise
- I = interview
- P = presentation
- R = references.

You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

***CV's will not be accepted.***

**We look forward to receiving your application.**