



OASES Application Form Guidance Notes

If you need any additional help to complete this form, please contact OASES on 03000 260535 or email info@oases.org.uk. OASES can provide information and application forms in other formats.

Please read this information before completing the OASES Application Form:

These notes are intended to help you complete the OASES application form section by section. The person specification details provided with this pack, lists the criteria against which each candidate will be assessed. Invitation for interview is based on the information contained in the Application Form – complete it in a well-planned, positive and honest way use words such as 'I plan', 'I am responsible for'. The candidates shortlisted will be the ones who most closely meet the criteria on the person specification.

General Points:

- Please complete the form using black type or ink so that it can be easily photocopied.
- Please check that the form is for the correct post and take note of the closing date. If you are unable to complete the application form before the closing date, for example, due to requiring the form in large print, then please contact OASES. An extension may be granted at the discretion of the OASES CEO and written information detailing how you meet the essential criteria may be accepted until the standard application form can be completed.
- Please ensure that you include as much relevant information as possible on the application form. If little or no information is provided on the application form it will be impossible to assess your suitability and therefore progress to the shortlist for interview will be unlikely.
- Any information provided on a CV will not be considered for shortlisting purposes.
- If you do not have enough space on the form at any point you may continue on a separate sheet of paper, however, personal details (e.g. name) should not be included on any supplementary sheets. Please note the question you are answering at the top of the sheet.

Equal Opportunities Monitoring Form:

- Please complete this section (1 to 7) to enable us to monitor our recruitment process in relation to our Equal Opportunities Policy. The information you provide will be treated with the utmost confidence and will be used only for statistical purposes to ensure that all candidates are treated fairly. This part of the application form will be detached before the selection process begins.

First Section:

- This first section of the application form will be detached before the selection process begins. It asks for some basic details about you and the post you are applying for.
- Details of your Surname, Title, Previous Surname(s), Date of Birth, Forename(s), National Insurance Number, Address and Telephone Numbers (Mobile and Work if convenient) are required together with an e-mail address.
- Please state where you saw the job advertised.
- Indicate whether you consider yourself to be a person with a disability. This may include a physical or mental impairment which has substantial and long term adverse effect on your ability to carry out normal day to day activities. Long standing means that it has lasted, or is likely to last, for over a year. If you answer 'Yes' please detail any specific requirements to assist with an interview, so that the necessary arrangements can be made.



When completing the Important Information Box about Criminal Convictions. The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. A rehabilitation period is a set length of time from the date of conviction. After this period, with certain expectations, an ex-offender is not normally obliged to mention the conviction when applying for a job or obtaining insurance, or when involved in criminal or civil proceedings. Cautions, reprimands and final warnings are considered 'spent' immediately after they are given. Some jobs are exempted from this Act BUT this post requires Enhanced Disclosure so you should provide details of ALL convictions, cautions, reprimands and final warnings. Other relevant non-conviction information, such as police enquiries and pending prosecutions should also be declared. Relevant criminal convictions and other associated information will be discussed at the interview to assess job related risk.

The length of the rehabilitation period depends on the sentence given – not the offence committed. For a custodial sentence, the length of time actually served is irrelevant: the rehabilitation period is decided by the original sentence.

Custodial sentences of more than 2 and a half years can never become spent. The following sentences become spent after fixed periods from the date of conviction:

Sentence	Rehabilitation Period	
	People aged 18 or over when convicted	People aged under 18 when convicted
Prison sentences <1> of 6 months or less	7 years	3 ½ years
Prison sentences <1> of more than 6 months to 2 ½ years	10 years	5 years
Borstal (abolished in 1983)	7 years	7 years
Detention centres (abolished in 1988)	3 years	3 years
Fines <2> Community rehabilitation order compensation, community punishment order, community punishment & rehabilitation order, Curfew orders and Drug treatment and testing	5 years	2 ½ years
Absolute discharge	6 months	6 months

<1> Including suspended sentences, youth custody (abolished in 1988) and detention in a young offender institute.

<2> Even if subsequently imprisoned for fine default. With some sentences the period varies:

Sentence	Rehabilitation Period
Probation <3>, supervision, are order, conditional discharge or bind over	1 year or until the order expires (whichever is longer)
Attendance centre orders	1 year after the order expires
Hospital Orders (with or without a restriction order)	5 years or 2 years after the order expires (whichever is longer)

<3> For people convicted on or after 3 February 1995 (from which date the rehabilitation period from a probation order was changed under the terms of the Criminal Justice and Public Order Act 1994).



- After reading the guidance notes including the information regarding Criminal Convictions you need to sign and date the Declaration to declare that the information you have given on the Application Form is true in all respects. If you choose to send the application form electronically you will be asked by OASES to sign and date the Declaration when you attend for interview.

Right to Work in the UK.

The Asylum and Immigration Act 1996 requires employers to ensure that anyone who is taken on as an employee has the right to work in the UK. The successful candidate will be asked to provide documentary proof of their right to work in the UK.

Section A - Education:

Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. All qualifications must be supported by relevant certificates, but please do not attach the certificates. If successful, please bring them along to interview.

Section B - Employment Details:

Please provide details of your present and previous appointments (permanent or temporary) as requested.

Section C - Full Employment History:

Please provide FULL details of all previous posts you have held, starting with the most recent first. You will also need to include any dates (if applicable) when you have not been in employment. Please use continuation sheets if necessary.

Section D - Additional Employment Details:

If you are successful in gaining an appointment and already have additional ongoing employment, it may be necessary to ask you to sign a waiver clause, signifying your consent to work an average of not more than 48 hours per week in your combined employment.

This agreement is sought in compliance with the Working Time Regulations 1998. More guidance can be found on www.direct.gov.uk.

Young Workers (those over the minimum school leaving age but are under 18) are:

- Entitled to 12 consecutive hours rest between each working day;
- Two days' weekly rest;
- A 30 minute in-work rest break when working longer than four and a half hours;
- Limited to working 8 hours per day/40 hours per week;
- Prohibited from night work between 10pm and 6am or between 11pm and 7am.

Section E – Person Specification:

This section asks you to demonstrate that you have the essential and where possible desirable experience, skills and knowledge as stated on the Person Specification of the post that you are applying for.

Candidates who do not evidence that they meet the essential qualifications and experience listed on the person specification will not be shortlisted. You can use continuation sheets if necessary.



Section F – Additional Information:

Please complete this section to provide any additional skills information about yourself not already detailed in the application form which you feel is relevant to this post. This may include details on periods spent out of employment and any particular skills and qualities which will help the Panel to assess your suitability. The skills and qualities you include may be from work, on work experience or in a voluntary or other setting. Please use continuation sheets if necessary.

Section G - Referees:

For all positions in contact with children and vulnerable adults, OASES has the right to seek for all references from any or all previous employers and line managers **prior to interview**. All references will be verified by OASES with the referee to ensure authenticity.

Give name, job title and relationship to referee and address of two people, who must know you well to whom a reference may be made. Referee 1 should be your present (or most recent) employer, or if you are a recent school leaver it should be the Head Teacher of your last school. Next of kin or immediate relatives should not be named as referees.

Please note appointment will only be confirmed subject to satisfactory references.

FINAL CHECKS

Finally, please check that you have completed your post title and closing date and all personal details on the first section of the application form and that you have signed and dated the declaration. When submitting an electronic application from you will be asked to sign and date the declaration if invited to the interview stage.

Complaints:

The aim of the recruitment and selection procedure is to afford every candidate a fair and appropriate process which accommodates individual needs and ensures that every appointment is made on merit in an effective and consistent way. We welcome any feedback on the procedure.

If you feel you were not afforded this provision, then you should contact the OASES CEO on 03000 260535.

Thank you for your interest.