

Notes of Guidance – For External 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

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 company 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.

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

You should give the names and addresses of two people who will provide a reference for you. These should not be relatives or close friends.

If you are currently employed or have been employed in the past, we would expect you to give the name of your present or most recent employer, (not work colleague unless he/she was your Line Manager), as your first reference. If you do not intend to do this, you will need to tell us why.

If the post you are applying for involves working with children or vulnerable adults and you have worked with either of these groups before, a reference will also be requested from the previous employer(s) even though this may not be your most recent employment.

Additional referees should be someone who knows/has known you in paid/unpaid work or educational environment for a minimum period of 3 months.

If you are unable to provide an employer reference for reason of unemployment or where your employer no longer exists, you are asked to name referees who are able to verify your good character.

References will not be taken up until a provisional offer is made, to support the Selection Panels decision.

“Job Title” (if applicable) refers to the referee, e.g. Manager, Head Teacher. “Relationship to you” refers to how they know you, e.g. immediate supervisor, previous manager, colleague etc. If you have changed your name, e.g. by marriage or deed poll or are known by a nickname, please indicate the name that your referee(s) know(s) you by.

We appreciate that it might be difficult for those returning to work after a long absence to provide references from employers. Therefore, references from other sources will be acceptable in these cases.

If the post involves working with children or vulnerable adults, combined references must cover the previous five years. (See also note 5)

Once a provisional offer has been made, the Personnel department will work with you in identifying suitable and sufficient referees.

7 Other Information In Support Of Your Application

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.

You should fully explain how you meet the requirement, e.g. if the person specification asks for “experience of working with elderly people”, you need to explain when, where and what was involved, e.g. “I helped to care for my grandmother for 3 years. She lived in the family home and I helped her to wash and dress each morning. I also helped with personal care including...”

8 Criminal Convictions

If the post for which you are applying is **not ‘excepted’** 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 **‘excepted’** 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.

‘Excepted’ 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 ‘excepted’.

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 Society’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.

CVs will not be accepted.

We look forward to receiving your application.