

## 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

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.

An equivalent foreign DBS check will be sought for any country you have lived or worked in since the age of 18. (This would not include a typical holiday/vacation).

### 2 Present or Most Recent Employment/Experience

We require information on all of your present and past employment, if any. 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

### 3 Education/Qualifications & Training

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. 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.

### 4 Membership of Professional Institutions/Bodies

List membership of any professional organisations if this is a requirement of the post.

### 5 References

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

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 your history (employment & voluntary work and you must be able to account for any gaps). (See also note 2)

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

## **6 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.

## **7 Data Protection Act 2018 & Declaration**

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.

## 8 Equal Opportunities 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.**