

# Guidelines on completing application form

## General points

These notes are intended to help you complete the application form.

Please complete the application form in black ink or type. We use this application form to decide whether you will be given an interview so please fill it in carefully.

Please complete all sections of the application form. Only applications made on the form are accepted, we do not accept CVs. If you need more space for a particular section then continue on a separate sheet of paper. Please do not put your name on any additional sheet.

## Personal details – Part A

This part of the form will be removed before short listing takes place to ensure decisions are not influenced by unfair or unlawful discrimination.

## Referees

You must give your last two employers as referees. If you have only one previous employer you may give the name of another person who can provide a reference for you but this must not be a partner or a member of your family. If you are currently self-employed you may use a client as a referee. If you are still in full time education and applying for your first job, please give details of someone in authority from an educational establishment.

## Criminal convictions

This appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Where appropriate this check will also show whether a person is barred from working with vulnerable adults and / or children. Because of the nature of this work you need to provide information

about any criminal record you have, spent or unspent. This includes cautions, reprimands and warnings. Amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance on criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. If you do have any previous or outstanding convictions, cautions, reprimands or warnings that are not "protected", you will only be asked to supply details if you are invited for interview. You will need to give written details of the offence, the penalty and dates. This should be put in a sealed envelope and sent in advance of the interview to the Manager / Chief Executive / designated person. At interview or, in a separate discussion there will be an open and measured discussion about any offences or other matters that might be relevant to the position. Having a criminal record will not necessarily bar you from working at the organisation. This will depend upon the nature of the position and the circumstances and background of your offences.

## Education, qualifications and information in support of your application – Part B

### Employment history

Please give details of your present post together with the full name and address of your employer. It is essential that you provide a full work history and account for any gaps.

### Information in support of your application

Selection for interview will be made on how well you demonstrate you meet the criteria in the

person specification. Read through the job description and person specification and think of an example from your present or most recent job that show you have the required skill or experience. If you are unemployed or have been out of paid employment for some time, or have just left school / college / university, you may wish to include relevant experience from voluntary work or education. Do continue on additional sheets if necessary.

### **Data protection**

The personal details on this application form will only be used for selection and interview purposes and for employment records if the application is successful. If the application is unsuccessful, the information on the application form will be kept for six months and then destroyed.

### **The Equality Act**

We accept applications in a number of formats including audio and large print.

A disability is defined under the Act as a physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal activities. If you tell us you have a disability we will make reasonable adjustments during recruitment. If you are appointed to the post we will make reasonable adjustments to where you work and to your working arrangements.

### **Equal opportunities form**

Please complete the equal opportunities form to help us to monitor our recruitment process. The equal opportunities form will be separated from the application and the information given will be used for statistical purposes only.

### **Acknowledgement of applications**

I am afraid we are not able to respond to everyone who applies for a post. We do appreciate the time you have taken with your application and thank you for your interest in the organisation.