

HINTS AND TIPS FOR A SUCCESSFUL APPLICATION

Please read these notes **BEFORE** completing the application form

The Job Application Form

- Link your skills and experience to the role you have applied for. Do not just put everything you have ever done – we only want to know what's relevant. This is particularly important if you do not have experience in this line of work – tell us what you feel you can offer to our service users
- Do not copy and paste your CV in the additional information section
- Make it clear which qualifications you have. Do not just put, for example, NVQ – we need to know the subject
- Do not write in capital letters
- Read all the information available thoroughly including the advert, job description / person spec and attached documents and website link – they will help you understand the role
- Demonstrate that you have understanding about the nature of the organisation and the job you are applying for
- Provide information to demonstrate that you meet the criteria which is essential for the post you are applying for – you will find this on the Person Specification
- Provide full contact details for referees. Check the organisations still exist and that the people you have provided as referees still work there. Ensure they know you have put them as a referee
- Fully complete your employment history – include dates and reasons for leaving, as well as a concise description of the duties undertaken in each job
- Provide dates of employment with the most recent one first and work backwards
- Provide at least 5 years worth of employment history and refer to any gaps in the box provided

Additional Information

- **References** - Please give the full names and contact details (address, telephone number, email address) of referees for each of your employers in the last 3 years, who we will approach for written references. If you have recently left education this may include teachers/tutors. If you have only had one employer/tutor in the last 3 years, please provide details for a character reference (someone upstanding in the community). Friends, relatives, and family doctors are not considered suitable.
- **Verification of Qualifications** – Successful applicants will be required to produce certificates of relevant qualifications prior to commencement of employment.
- **Disclosure** - The Rehabilitation of Offenders Act 1974 is the law that protects people with criminal records when entering employment. However, the work for which you are applying involves direct contact with people who are considered vulnerable and therefore the Rehabilitation of Offenders Act does not apply to this position. If shortlisted, during the interview process you will be asked to declare and discuss any convictions, cautions or bind-overs or pending prosecutions you may have recorded against you even if you would otherwise consider them to be 'spent'.

If you are offered employment, the Trust will require you to apply for either an enhanced or standard disclosure. A disclosure is a document provided by the Criminal Records Bureau containing information held by the Police and Government Departments about all spent and unspent convictions and pending prosecutions. It is used by employers to make safer recruitment decisions. You will be required to pay for this disclosure.

The disclosure of a criminal record or other information will not automatically disqualify you from being shortlisted or appointed. The Trust will decide whether any disclosure makes you unsuitable
If you have any queries regarding your application please contact the Human Resources Department on Telephone: 01254 821658 / 821654/ 821659

for appointment by taking into consideration the nature or any offences, how long ago they occurred, your age at the time and any other factors that may be relevant.

Failure to declare and discuss information, which is subsequently revealed by the Disclosure may disqualify you from appointment or result in summary dismissal/disciplinary action if the discrepancy is discovered after commencement of employment. Refusal to apply for a disclosure will result in any offer of a position being withdrawn.

Future Directions CIC must comply with the CRB's Code of Practice, which provides assurance to applicants that the information released will be used fairly. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary. A copy of the CRB Code of Practice Explanatory Guide for Registered Persons and Other Recipients of Disclosure Information is available from the Human Resources department or via the CRB website <http://www.disclosure.gov.uk/Default.aspx?page=311>

- **Disabled Applicants** - If you have any special requirements with regard to applying for this post or attending for an interview please contact us. The company is willing to accept applications in alternative formats. Please contact the HR Department if this is required.

Next Steps:

- **Either** - you will be invited to attend an interview, or you will be informed by email that you have not been short-listed for the post. You can usually expect to hear from us within four weeks of the closing date. Unfortunately, due to the number of applications we receive, we cannot give individual feedback to those unsuccessful at this stage.
- **After the Interview** - you will usually be asked to contact the HR Department by telephone for the outcome of the interview. You can be provided with feedback from your interview on request.
- **If you have been successful** - at the interview stage, any offer of employment made is subject to medical clearance, satisfactory references and CRB disclosure. You will be asked to complete a Health Questionnaire, complete the Disclosure Application Form and references will be sought. **Please note that if any of these are unsatisfactory, the offer of employment may have to be withdrawn.**

Thank you for your interest in this post

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