Guidance on how to complete the application form

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to an interview.

# Personal Details Section

Please complete all parts of this section as fully as possible. This is a confidential document and will normally only be seen by those who need to see it in order to shortlist and select. Your personal details will be removed from the application form before shortlisting in accordance with our Equal Opportunities policy.

**Employment & Training Section**

In order to help us assess your previous experience and training, please complete this section as fully as possible. Please insert details of all your qualifications and any relevant training courses you have attended, along with your previous and most recent employment.

Any gaps in your employment history should be explained in the “Further Information” section.

**Further Information**

All applications will be considered against the criteria listed in the “Person Specification” which is enclosed with this application pack.

Applicants must meet as many as possible of the Essential Criteria detailed in the Person Specification to be considered for an interview. Please use the Further Information section to explain how you fit each of the criteria specified. It is useful, when completing this section, to use each of the criteria as a heading, this ensures relevant information is not left out and makes it easier for those shortlisting to see how each applicant meets the criteria.

If there are a large number of applicants, the Desirable Criteria will then be considered, so it is extremely important that you explain how you meet each of the Essential Criteria and as many of the Desirable Criteria as possible, so that we have a full picture of your skills, experience and abilities.

Use this section to explain any gaps in your employment history.

You may continue on additional blank pages.

**References**

If you are in paid employment, your current employer should be named as someone we can approach for a reference. References will be taken up if you are offered the position applied for.

If you are related to a referee in any way, for example if you have been employed by a member of your family, you should make this clear on the form. Family members as referees should be avoided as far as possible.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative.

A second referee can be a family friend who will be able to provide a character reference, but the relationship should be stated.

You should ask permission from your proposed referees before naming them on this application.

Please note that satisfactory references must be received before commencing employment with this organisation.

**Working with Children – Convictions and Disclosure**

All roles at this setting will require you to have an Enhanced level Disclosure & Barring Service (DBS) check. If you are working directly with children and young people the role is classed as Regulated Activity and as such along with the DBS Enhanced check, we will also check the DBS Barred Lists. It is a criminal offence to try and gain work in Regulated Activity if you are on the Barred Lists.

Jobs working with children are exempt under the Rehabilitation of Offenders Act (1974) (exceptions) order 1975, but the 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 when making *recruitment or employment decisions.*

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: https://www.gov.uk/government/collections/dbs-filtering-guidance

If you do have any cautions and convictions, It is your responsibility to check to see if they are protected and therefore do not have to be disclosed.

We will arrange your Disclosure check if you are offered the post applied for. Please note that employment in this role cannot begin until the Disclosure has been obtained.

This organisation will follow the Disclosure & Barring Service Code of Practice concerning the use of information gained from the Disclosure Service which ensures that sensitive personal information is handled and stored appropriately and only kept for as long as necessary.

**Your Right to Work**

All employers must ensure that they only employ people who have a right to work in this country. Successful applicants will need to produce either a P45 from their last employer, a document from the Benefits Agency or Employment Services, or any other appropriate official document before their first day of employment.

Application Form

This front sheet will be detached and will not be seen by the shortlisting panel

|  |  |
| --- | --- |
| Post applied for |  |
| Surname |  |
| First names |  |
| Address |  |
| Telephone No. (Home) |  |
| Work |  |
| Where did you see this post Advertised? |  |

I declare that all information given on this form is correct:

|  |  |
| --- | --- |
| Signed | Dated |
|  |  |

This form can be made available in other formats on request

Please complete each section fully, add additional sheets if needed, do not include a C.V., It will not be considered by the shortlisting panel.

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**1. Education and training**

|  |  |  |
| --- | --- | --- |
| School / college(include part time and Adult Education courses) | Qualification / Grade | Date |
|  |  |  |

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**2. Other Training undertaken**

|  |  |  |
| --- | --- | --- |
| Awarding/organising body | Course Title |  |
|  |  |  |

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**3. Paid or Unpaid Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Current Employment |  |  |  |
| Name & Address of Employer | Job Title &Summary of Duties | Dates From/to  | Reasons forleaving |
|  |  |  |  |
| Previous Employment |  |  |  |
| Name & Address of Employer | Job Title & Dates Summary of Duties | From/to  | Reasons forleaving |
|  |  |  |  |

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**4. Supporting information.**

Please give details of any experience that you feel is relevant to the job or any information you think may assist us in deciding your suitability for the job. When completing this section please refer to the Person Specification and describe how you meet **each** of the listed criteria in both the Essential and Desirable lists. Eg Training and Qualifications, Experience, Knowledge and Abilities. Use additional sheets if necessary.

|  |
| --- |
|  |

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**5. Referees**

Please give the name of two people who would be willing to give you a reference. **These should, if possible include your most recent employer and must not be relatives.**  Please state whether you would be happy for us to contact each referee prior to interview.

1. Name

In what capacity do/did you know the candidate?

Address

Tel.

 Email

 I am happy for the referee to be contacted prior to interview Yes / No

 (Please circle)

1. Name

In what capacity do/did you know the candidate?

Address

Tel.

 Email

 I am happy for the referee to be contacted prior to interview Yes / No

 (Please circle)

This post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974, (Exceptions) Order 1975, (Amendment) Order 2013.

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