

Application Form Guidelines



General

Please complete all sections of 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 very carefully. We cannot interview everyone who applies for a post and will sometimes only be able to respond to shortlisted candidates.

CVs

Please complete all sections of the Application Form. Only applications made on the form are accepted, we do not accept CVs alone although you may attach a CV to a completed form to give additional information if need be.

Information in support of your application

This is probably the most important part of the Application Form. Selection for interview will be made on how well you demonstrate you meet the criteria in the person specification and job description.

If you are unemployed or have been out of paid employment for some time, or have just left school, college or university, you may wish to include relevant experience from voluntary work or education.

Do continue on additional sheets if necessary.

Referees

One referee must be your present or most recent employer. 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.

We will not approach your referees until after we have interviewed you. You may indicate whether we need to contact you before we approach your referee.

Criminal Convictions

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored, after a rehabilitation period. For most posts we will only ask for details of criminal convictions if you are invited for interview, and these will be unspent convictions. Only the people directly responsible for the recruitment will be informed of the criminal record. Information will only be used to assess suitability for employment insofar as it is relevant to that particular post. The decision will be made on merit and ability.

Posts which involve one to one contact with vulnerable groups such as the mentally ill or young people under 18 are exempt from The Rehabilitation of Offenders Act. Information about spent as well as unspent convictions must be disclosed.

Disability Discrimination 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 (more than 12 months) adverse effect on a person's ability to do normal activities. If you tell us you have a disability we will make reasonable adjustments to where you work and to your working arrangements.

Sickness Absence

Please state the number of days sickness absence you have had in the last two years. If you wish you may give brief details.

Data Protection

If your application is unsuccessful, the information on your Application Form will be kept for six months and then destroyed.

Equal Opportunities Monitoring Form

Please complete the Equal Opportunities Monitoring Form and return it with your application. It will be separated from the application and the information given will be used for monitoring purposes only.