We use the information you provide on the Application Form to shortlist candidates for interview. This guidance has been written to help you to complete the Application Form correctly. Please take time to read the guidance carefully before completing the Application Form.

**GENERAL INFORMATION**

* Please complete the Application Form in black ink or type
* It is important that you complete the enclosed Application Form as we do not use CVs to shortlist
* Complete all sections on the Application Form. If you think some questions do not apply to you write N/A (not applicable) in the space provided.

**SECTION A - Personal Details**

Please ensure your personal details are correct as this information will be used to contact you if you are shortlisted for interview.

**SECTION B – Employment History**

Please give details of your current or, if unemployed, most recent employer. If you are a student, please state this in the space for ‘position held’.

Some people may have gained the relevant experience and skills through unpaid work. You should include any voluntary work, listing the name and address of the organisation(s).

You need to provide a full employment history, including any gaps in your employment.

**SECTION C – Additional Information**

This section gives you the opportunity to demonstrate your suitability for the post. Selection for interview will be made on how well you demonstrate you meet the criteria for the position. Before completing this section refer to the Job Description and Person Specification.

You may find it helpful to use the headings in the Person Specification to set out the information required in this section. It is important that you relate your experience, knowledge, skills and personal attributes to the requirements in the above documents.

Make sure you give specific examples, tell us what you did and about your achievements. Remember to include skills and experience you have gained from hobbies, unpaid work, or outside of work, for example bringing up children, studying, running a community or social group etc.

If you run out of space continue on a separate sheet which should be securely attached to your Application Form.

**SECTION D – Education and Training**

You should include formal education, details of qualifications any special skills training, day release and evening courses. Include any training courses relevant to the post.

Where a position requires a qualification which is desirable or essential you will need to provide copies of your certificate(s) if you are shortlisted.

**SECTION E – Other Information**

Please complete all relevant questions in this section, including details of any driving endorsements and / or criminal convictions.

**SECTION F – Referees**

We require two referees, one of which should be your most recent or current line manager, this maybe from paid or unpaid employment, including voluntary work. School and college leavers and graduates may provide the names of tutors, lecturers or head teachers willing to act as a referee.

We do not accept character references from friends and relatives.

**SECTION G – Declaration**

It is essential that you read and sign this section before returning your application.

**Equal Opportunities**

The information you provide on the Equal Opportunities Monitoring Form is for monitoring purposes only and will not be used to shortlist.

**Criminal Convictions**

If you are working directly with vulnerable adults or young people, the post is exempted from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Therefore, you must disclose any unspent and / or safeguarding offences, criminal convictions, cautions, reprimands or warning on the enclosed form.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. Appointment will depend on the nature of the position, the circumstances and background of your offences. You will be expected to discuss any disclosures at the interview if you are shortlisted.

Failure to disclose such information could lead to withdrawal of an offer of employment or if employment has commenced dismissal.

**Right to Work in UK – Immigration & Nationality Act 2006**

All employers are required to complete basic document checks to establish that a person is eligible to work in the UK under the requirements of the Act. If you are shortlisted you will be required to bring with you documents which prove your eligibility to work in the UK. Please note that we are unable to appoint anybody who has not produced the relevant documentation.

**Returning the Form**

Your application can be posted or emailed to the address shown in the covering letter. Please ensure your application is returned by the closing date as we may not be able to consider applications that arrive after the closing date.