

**GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION FORM**

Document no: 005

The following information is designed to assist you in your application for this job. It should be accompanied by a privacy statement which sets out how we collect, process and store your data.

**Please read carefully.**

**The application form and short listing procedure**

Application should be typewritten or completed legibly in black ink to allow for photocopying. All applications must be made on the Trust’s official application form. **Additionally** you may send your CV to accompany your completed application form.

We want to try and ensure that everyone applying for a job with us has a fair chance and the application form is the first stage in the recruitment process which may lead to a possible job offer. It is therefore very important that you complete all sections of the application as clearly and fully as possible. If you have any difficulty in completing this application form or if there is something on the form that you do not understand please contact the Trust who will advise you.

Make sure your return your application form so that we receive it before the closing date and time. This will be stated on the advertisement.

**Job description and person specification**

Every advertised post has a job description and person specification. The job description outlines the main duties of the job. The person specification sets out the knowledge, skills, qualifications and experience required and provides the criteria against which you will be assessed.

We decide who to invite for interview by comparing what you tell us in your application form with what we have asked for in the person specification. **It is therefore vital that you clearly explain how your skills and experience match the requirements outlined in the person specification.**

On the person specification we list the criteria in two ways:

**Essential (**eg the minimum skills, qualifications or experience which you must have in order to do the job) and

**Desirable** (Occasionally we may use desirable criteria to illustrate the range of other useful skills/qualifications).

**Equality of opportunity for people with disabilities**

The Trust is committed to the employment of people from all areas of the community. We will make any reasonable adjustments for people with disabilities to enable equal access to the recruitment process and ongoing employment.

**Completing your application form**

**Job title and any reference number**

Please enter these details on the application form so that we can identify which position you are applying for. The job title and reference number can be found on the advertisement.

**Employment history**

All experience is valued and we recognise that many people have worked in a variety of situations even if it has not been full-time paid employment. Please list any work experience you have which you think would help you in the job for which you are applying, including voluntary work, temporary jobs, part-time or vacation work and include the length of time that you spent.

**Education and Training**

Please use this section to provide details of any qualifications or training that you have completed or are currently undertaking. Include any special skills training, day release or evening classes. You may be asked to provide proof of qualifications and training either at interview, or if you are offered the position.

**Interest**

Please tell us what interests you about the position.

**Relevant experience**

This is where you tell us how you meet the selection criteria for the position. Your application will be assessed against the criteria detailed in the person specification. Do not repeat your job history, but look at the specific requirements of the job and provide evidence that you have the skills, abilities and experience to meet those requirements. Give specific examples if possible. The evidence you provide does not necessarily have to be work based – it may be experience you have gained at home or raising a family, doing voluntary work or from activities that you do in your spare time.

**References**

References will be required for all jobs. One referee must be your current or most recent employer for which you have worked with young people. If your current employment does not involve work with young people, please use a previous employer where you have worked with young people as the second reference.

It is Trust policy to approach current employers, regardless of whether candidates give them as referees. If you request that a referee is not approached before interview, this will be considered.

Other references should include previous/most recent employers. If you have not been employed before, you should give the names of teachers or lecturers who know you sufficiently well to comment on your ability to do the job. You can also give the names of professional people who know you well, and who are not friends or relatives. It is helpful if your referees are aware that you have used their name before we contact them.

Finally, **do not forget** to sign and date your application form! If you send your application form to us electronically, you will be asked to sign it if you are invited to interview.

**ASYLUM & IMMIGRATION ACT 1996**

**Preventing Illegal Working**

The Act is intended to ensure that only those entitled to live and work in the United Kingdom are offered employment and it is a criminal offence for employers to employ someone whose immigration status prevents them from working in the UK.

If you are successful in your job application, as a potential employee you will be asked to provide:-

**one** of the **original** documents listed in List 1 overleaf

OR

**Two** of the **original** documents listed in List 2 overleaf.

We will check and copy the relevant pages of the documentation and we will retain this on your personal file.

All job applicants will be treated in the same way and will be required to produce the relevant documentation before any job offer is confirmed. Failure to produce the required documentation will result in the job offer being withdrawn.

**European Economic Area**

Nationals from European Economic Area countries can enter and work in the UK without any restrictions, just like British citizens. The same is also the case for their immediate family members. The relevant documents will be checked as above.

The following countries are part of the EEA:

Austria \* Hungary \*# Norway

Belgium\* Iceland Poland\*#

Bulgaria \*# Ireland \* Portugal \*

Cyprus\* Italy \* Romania \*#

Czech Republic \*# Latvia \*# Slovakia \*#

Denmark \* Liechtenstein Slovenia \*#

Estonia \*# Lithuania \*# Spain \*

Finland \* Luxemburg \* Sweden \*

France \* Malta \* United Kingdom \*

Germany \* Netherlands \*

Greece \*

\*Those marked are also members of the European Union.

**#Those marked are free to come and work in the UK but will need to register with the Home Office’s Workers Registration Scheme; a copy of your registration certificate will be retained by us.**

National from Switzerland also have the same free movement and employment rights as existing EEA nationals.

**LIST 1 – Documents to provide**

Any **one** of the **original** documents listed below must be provided:-

* A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom
* A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
* A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland
* A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom
* A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit
* An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment

If you provide one of the documents above there is no need to provide any documents from List 2.

**LIST 2 – Documents to provide**

**First Combination**

A document giving a permanent National Insurance Number and name (ie P45/P60, National Insurance Card or a letter from a Government Agency).

The above documents **plus** one of the following:-

* A full birth certificate issued in the United Kingdom, which includes the names of the holder’s parents; OR
* A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
* A certification or registration or naturalisation stating that the holder is a British citizen; OR
* A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
* An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
* A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom and this allows them to do the type of work you are offering; OR
* An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom and this allows them to do the type of work you are offering

**Second Combination**

A work permit or other approval to take employment that has been issued by Work Permits UK.

The above document **plus** one of the following:-

* A passport of other travel documents endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR
* A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question