

# Guide to completing our application form



Please read these guidance notes before completing the application form. The information you include in your application is the only information that we will use to decide whether you will be shortlisted for an interview. It is important that you take your time to complete the application as fully and accurately as possible.

## 1. Completing the Application Form

Please quote the reference number of the job you are applying for. Read all the information about the job (the covering letter, advertisement, job and person profiles) which are provided in the application pack. Complete all parts of the application form. If there are some parts that do not apply to you, write N/A (not applicable) in the spaces provided. Tell us about any education and training that you have received, as well as any relevant experience in your present/previous jobs or voluntary work. If you have done any work experience, tell us about the skills and knowledge you have gained from that too.

## 2. References

We need two references, one of which must be from your current or previous employer. For Care and Support posts, if you have worked with children or vulnerable adults for a period of 3 months or more, this must be one referee. If this is your first job, you are currently not working or you have no employment or work experience history, personal references from college principals, tutors or someone in a position of authority who knows you well will be acceptable.

## 3. Criminal Records Bureau Check

If you are applying for a position in Care and Support, you will be in contact with vulnerable people, or have access to information relating to vulnerable people. Therefore, these posts are exempt from Section 4(2) of the Rehabilitation of Offenders Act (Exemptions Order) 1975 and you are not entitled to withhold information relating to any spent or unspent convictions you may have had. This information will be treated as confidential and will not necessarily prevent you from working at Friendship. Friendship does not support the use of disclosures from other organisations (portability), you will be required to undergo a CRB disclosure if offered a post.

## 4. Employment Monitoring

If you have a disability which means you need help with completing this form, please contact us. Please advise us if you need any translation, large print or other assistance to help you. People with disabilities who meet the person profile are guaranteed an interview. Anyone with a disability shortlisted for an interview that needs assistance should contact us to explain the type of assistance required. Please complete the employment monitoring form. Equality is our core value. To ensure that our equality policy is effective, we need to know who is applying for and starting jobs at Friendship. We will not use the information that you give us when we decide who will get the job. We remove all personal details, including the equality monitoring form from the application form when we receive it and process it separately. Staff involved in the shortlisting and interviews will not see any of your personal details.

## 5. Declaration

Please make sure that you sign and date your completed application form. We will not be able to progress your application for a job with Friendship if your form is not signed. If you are sending your form to us electronically, you will be asked to sign and date your application form if you are invited to interview. Make sure that you send the application form to us on time. We will not consider any application that we receive after the closing date. Make sure you are available on the interview date that is advertised or included in the application pack, where specified, as we are unlikely to be able to arrange another interview for you. If we want you to come for an interview we will contact you at least five working days before the interview date. If you do not hear from us within 28 days of the closing date, you can assume you have been unsuccessful.

## 6. Work Experience

Please provide us with full details of your employment history to date, starting with your current/most recent employer first. If you need to continue on a separate sheet please ensure that this is no more than one side of an A4 page. If there are any gaps in your employment history please use the space allocated to tell us the reasons for this.

## 7. Education and Training

Please provide us with full details of your education and training history to date, starting with your secondary education. This information can include details of any in-job training, short courses, NVQ and professional qualifications that you have achieved. If you need to continue on a separate sheet please ensure that this is no more than one side of an A4 page. You will be required to provide us with copies of your relevant qualification should you be offered a job with Friendship.

## 8. Membership of Professional Bodies

Please provide us with details of any membership you have of a professional body. We need to know the name of the professional body, your current membership level, when you joined and when your membership is due for renewal.

## 9. Supporting Information

Do not ignore this section of the form. It is an important part of the application form because you can tell us about your skills, knowledge, abilities and experience. Every job is based on a job profile and person profile. The job profile lists the main duties and responsibilities of the post; the person profile outlines the skills, knowledge, experience, qualifications and abilities that you will need for the job. We will assess your application against the requirements of the person profile. Your supporting information should only relate to the person profile. You should list every point of the person profile and next to each point give a specific example which shows that you have the required skills, professional or personal experience, knowledge etc and how you have used them. Make sure the information you give us is clear and easy to understand. If you need to continue on a separate sheet please ensure that this is no more than two sides of A4 paper.

## 10. Support Worker/Day Opportunities Worker

Please only complete this section if you are applying for a support worker or day opportunities worker post. We want you to tell us about a previous example of when you have provided care or support for someone else, and what you liked and disliked about providing that service. This information is very important to the team shortlisting the application forms, so please make sure that you complete all 3 sections.