



## Guidance on completing the application form

**Before you complete your application form, you should read these guidance notes.**

The information you give us in your application form is the only information that we will use to decide whether or not we will short-list you for an interview.

It is very important that you take your time to fill in the application form as fully and accurately as possible.

### Equal opportunities

In the interest of equal opportunities, we want to make sure that information about all candidates is gathered in the same format. All applicants should fill in our standard application forms.

We will only accept applications in other formats, e.g. CV, audio, large print or on a computer disk, from disabled job applicants.

### Equal Opportunities Monitoring

Remember to fill in the employment monitoring form. This helps us to measure the effectiveness of our equal opportunities policy. People who are involved in short-listing and interviews will not see the monitoring forms.

### Pre-employment checks

Pre-employment checks conducted by St Cuthberts Care include medical checks, references, Disclosure & Barring Service disclosure and eligibility to work in the UK.

Some posts require the Rehabilitation of Offenders Act 1974 Form to be completed.

### Completing the application form

Please think about every point carefully so that you know what the post involves and whether you can match this in terms of YOUR skills, abilities and knowledge.

Ask yourself why you are interested in the post.

- Read all of the information about the position provided in the information pack. Fill in all parts of the application form. If some parts do not apply to you, write N/A (not applicable) in the spaces provided.
- Do not ignore the supporting statement section on the form. It is an important part of the application form because you can tell us about your skills, knowledge and experience.

- Think how you can use your own personal skills, experience and knowledge and relate them to the items listed on the person specification. What skills can you bring to the job?
- Complete your own form in black ink, or type it, so when we photocopy the form it is clear and legible.
- Make sure that the information you give us is clear, precise, easy to understand and is aimed at the job you are applying for. Use extra sheets if you need to.
- Sign the application form.
- Make sure you send the application form to us on time. We will not consider any applications that we receive after the closing date.
- Please accept our thanks for completing the application form and for the interest you have shown in the work of St Cuthberts Care. We look forward to receiving your application form.

## Employment history

Please provide details of all employment history, accounting for any gaps in employment i.e. redundancy, maternity, career breaks etc.

## Education & qualifications

You should provide information on qualifications you have gained showing the most recently achieved first on the list. This approach should also be adopted when giving information on further or advanced qualification/s and where memberships of relevant professional bodies are given. If you are selected for interview you will be asked to provide original documents as proof of the qualification/s you have obtained, and proof of membership of relevant professional bodies. Failure to provide such proof may lead to your application not being progressed.

Please give details of skills and knowledge you may have acquired through work experience. You will need to show how you could match these skills and knowledge to the vacancy in question.

## GUIDE TO REFERENCES

It is essential that all prospective employees supply details of appropriate referees to ensure their applications proceed without delay through the recruitment process.

Failure to provide appropriate information may result in any offer of employment being withdrawn.

The following *Frequently Asked Questions* will help applicants supply appropriate referee details. Applicants are advised to read this document before completing their application for employment.

We do appreciate that there may be circumstances in which providing a current employer as a referee may not be possible. For example where the applicant is :

- A student
- On secondment
- Self employed
- Returning to work after a period of absence
- Unemployed
- The company has ceased to trade

### ***How many references do I need to provide?***

We ask for a minimum of two references

### ***Who can be a referee?***

Referees should be a professional person in a position of responsibility who can comment on your work, voluntary or academic experience etc and your competence, personal qualifications and suitability for the post. References from family members or friends are not considered appropriate and will not be accepted. Referees must be your current employer or, if not working, your last employer. All references must have a business address.

### ***My line manager is also a close friend; can I put their name down as a referee?***

Yes as they can comment on your work. However you must ensure your second referee and any subsequent referees are professional person/s and neither a friend nor relative to ensure objectivity.

### ***Is it acceptable to give personal addresses for referees?***

No, business addresses must be given.

### ***I've been on a career break for five years; is my last line manager still relevant?***

Yes but you should also make sure you provide details of one or more referees who can comment on any recently gained or used skills or qualifications and your ability to do the job you have applied for.

### ***I have been on secondment for the last eighteen months; who should I put down as my references?***

Your current line manager where you are seconded plus your line manager from your permanent employment base.

***I have been on a training scheme for the last two years; whose details should I give as my referees?***

You should provide details of a relevant teacher/tutor/lecturer as appropriate, plus an additional referee (tutor, part time employer) who is able to comment on your suitability to do the job you have applied for.

***I have been unemployed for twelve months; should I just provide details of my previous line manager?***

You should provide details of your previous line manager and details of a referee during your period of unemployment. This should be someone who can comment on your skills and suitability to do the job such as have been demonstrated outside of the work environment e.g. while doing charity or voluntary work, involvement in community work, undertaking training etc.

***I have spent time abroad; do you need references from time working overseas?***

Yes we still need references from your time spent overseas, from an employer, academic institution or overseas based UK departments or agencies.

***My manager from my former employer has left; whose details can I give for a reference?***

If you cannot obtain a reference from your most recent or previous line manager, you should provide details of the HR or Personnel Manager who will be able, as a minimum, to confirm your attendance record, dates employed, reason for leaving etc.

***I am applying as a volunteer; do I still need to supply reference details?***

Yes we treat volunteers in the same way as prospective employees and expect you to provide appropriate references.

***My previous employer is no longer trading what should I do for a reference?***

If you can no longer obtain a reference from your most recent/previous line manager in these circumstances you should provide details of referees from earlier jobs where still relevant. Please also provide details of a professional person who can comment on any skills and qualifications and on your ability to do the job you have applied for.

***I am still in full time education and have not yet had a job. Who can I put down as my referee?***

Students still at school, college, or university should provide details of a relevant teacher/tutor or lecturer as appropriate.

***I have not left school yet. Is it ok to put my mum down as a referee?***

No, you need to give us a relevant teacher's details plus an alternative referee. We cannot accept references from family members.

**All names and addresses of referee should be provided in line with the organisation's policy on providing references (this may be the HR department rather than your line manager)**