

## **Guidance Notes**

### **Completing your application form**

When you apply for a post with St Anthony's Community Association selection for interview is based upon the information you provide on the application form. It is therefore important that you complete your application form fully, based on the information we have provided.

**A Job Description** – this gives you details about the job. It lists the job purpose and the principal responsibilities of the role.

**A Person Specification** – this tells you what skills, knowledge, experience and qualifications a person must have to be able to do the job. These are listed as essential and desirable criteria. In order to be invited for interview you must be able to show that you meet the essential criteria and ideally the desirable criteria.

Your application will be assessed on the basis of the criteria contained within the person specification:

- **Your application should demonstrate your ability to match your skills and experience to each criterion by providing examples.**

Please note that St Anthony's is committed to equality and diversity in all aspects of employment and in the way we deliver our services.

The application form is split into six sections:

#### **Section A: Personal Details, Eligibility to Work within the UK and Declarations**

Ensure that your full name, address, preferred title and home and work telephone numbers are provided.

Under the Immigration, Asylum and Nationality Act 2006, St Anthony's has a duty to establish that an individual has the right to work in the UK. If you are unsure whether you have the right to work within the UK please visit [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk) before you continue with your application form.

You are required to declare any relationship you have with a member of St Anthony's Community Association. This includes friendship or any business relationship, as well as a family connection.

#### **Section B: Qualifications and Training**

Give a list of all your qualifications and any training you have undertaken relevant to the role.

#### **Section C: Employment History**

Starting with your current or most recent employment list all of the employers you have worked for. Give dates you worked for them and their name and address. Write down your job title and, for more recent posts your grade and salary.

#### **Section D: Relevant Experience**

This is the most important part of your application, you should use this section to demonstrate how you meet the criteria detailed in the person specification provided. Draw on your past experience and highlight the skills you have gained as a direct result. **This part of the application should be completed as fully as possible.**

**Section E: References** – you should give details of two referees, one must be your current or most recent employer (within the last five years), if you have not been in employment before, your head teacher or college lecturer. Neither referee should be a relative or a friend. References will be requested prior to interview for all shortlisted applicants.

## **Section F: Additional Information**

The following information is aimed to assist you:

### ▪ **Disability**

As a Disability Confident employer St Anthony's has a policy of interviewing all applicants with a disability who meet the essential requirements of the post as set out in the person specification. Ensuring that you answer this question ensures that we are working in line with our policy.

All successful applicants may be required to complete a detailed, confidential medical questionnaire and may be required to undergo a medical examination to obtain medical clearance.

### ▪ **Criminal convictions/proceedings**

*Applicants for Carer roles or a role which requires unsupervised access to children or vulnerable adults (please note below)*

The above posts are exempt from the Rehabilitation of Offenders Act; you are therefore required to disclose any convictions against you or any criminal proceedings currently outstanding. Any information given is confidential and will only be considered in relation to this application for employment. A Disclosure and Barring Service enhanced disclosure will be carried out prior to any confirmation of an offer of employment.

We do welcome job applications from those with criminal records and endeavour to balance this with our need to protect service users. As an organisation we use the Disclosure and Barring Service to assess applicant's suitability for positions of trust and undertake to treat all applicants for positions fairly.

*Applicants for all other posts.*

Your attention is specifically drawn to the Rehabilitation of Offenders Act and its regulations, which provides for "spent" convictions not to be disclosed. You are asked to provide details of any convictions not covered by the Act that you may have and any criminal proceedings currently outstanding.

### ▪ **Where did you find out about us?**

This helps St Anthony's to assess where best to utilise our marketing.

**Please note:** If you knowingly provide false information on the application form you will be disqualified from applying for the post. If an offer of employment has been made this may be withdrawn.

**Further information** – if you require any further information regarding the completion of your application form, please contact a member of the HR Unit on 0191 234 5775. **If no further communication is received within four weeks of the closing date please assume you have not been successful and accept our thanks for your interest.**