

Guidance Notes on completing the Application Form

You are advised to read the following notes carefully as the decision to shortlist you for interview will be based solely on the information you provide on your application form.

If you have a disability or need assistance in completing the form, please ring the person detailed in the covering letter; they will be happy to help you.

The advertisement and job description will tell you what skills and experience we are looking for. The person specification contains the things we are looking for in a candidate. You should pay particular attention to this when completing the application form. Do not send a CV as this will not be considered.

Completing the Application Form

Read the application form carefully before you write anything. It might help you to make a copy of the blank form to write out a rough copy. Please complete the form in dark ink if you are completing it by hand (you are encouraged to return the form by email). Please write in English.

Note: Please insert, on the front page, details of the job you are applying for and its location.

Your Personal Details

Please give us as much information as possible. Under the terms of the Immigration, Asylum and Nationality Act 2006, we are obliged to confirm with you that you are eligible to work in the UK. We will ask all applicants invited to interview to provide us with documentary proof of this.

Employment Details

Write here the names and addresses of your present and past employers (if any), giving the current or most recent first, dates, job titles and duties, salaries and reasons for leaving. Please include any part-time or temporary jobs. Please note that we will ask you about any gaps in your employment history.

Education, Training and Personal Development

Please tell us about all your achievements at school, college, university, etc. Please draw our attention to any relevant professional qualifications, short courses or memberships of professional bodies. We would require you to bring proof of any relevant qualifications to the interview should you be invited.

References

We will only take up references if we propose to offer you the job, which will be **after any interview**. We require two references, at least one of which must be from your present or most recent employer. If you are a school or college leaver then please let us have details of the most recent educational establishment you attended. If you have been working on a temporary basis through an agency, please let us have their details.

If you are returning to work after an extended period and have difficulty in providing us with details of your last employer, please let us know. **Your referees should be in a**

position to provide an assessment of your suitability for this post. References from friends or family members are NOT acceptable. We will not be able to confirm an appointment unless we have received references satisfactory to Together.

Rehabilitation of Offenders Act (ROA) 1974

The aim of the Act is to try to ensure that those people who have been convicted of certain offences and have served their sentences or paid their fine are not disadvantaged in the job market. In many instances an individual who has a conviction for criminal offences is, after a specified time, allowed to treat the conviction as if it had never occurred, i.e. “spent”.

However, under the Act, certain types of jobs are exempted and applicants for such jobs will have to give details of any convictions. Together has a number of these jobs as the majority of our work involves providing care to vulnerable people. If the job for which you are applying involves working with vulnerable people (in one of our establishments around the country) or is in finance, you must answer the question about criminal convictions.

Disclosure & Barring Service (DBS)

If the job you are applying for involves one-to-one contact with vulnerable people, any appointment will be conditional on a DBS check (Disclosure).

We will contact the DBS, with your permission, who will provide us with details of any spent or unspent convictions as well as any cautions, reprimands and final warnings held on the Police National Computer. The disclosure will also contain non-conviction information from local police forces and information from Department of Health records.

Our policies on “Employing People with Criminal Records” and “Disclosure” are available from the person who sent you this application pack.

Important note: A criminal conviction will not necessarily exclude you from employment with Together. We will consider all applications on merit.

Your Health

Please tell us of any problems or conditions, which have affected, or might affect, your ability to do the job for which you have applied. Only successful candidates will be asked to complete a Health Questionnaire that should be sent directly to our Occupational Health Advisors, who may request that you attend a health-screening interview prior to an appointment being considered.

Supporting Information

Use this part of the form to tell us why you have applied for the job and how you are suitable for it. You will need the Job Description and Person Specification to help you to complete this section. Please keep them as you may need to refer to them if selected for interview.

Pick out those aspects of your experience or skills that are relevant to this job. It is not sufficient for you to say simply that you have done or can do this job. Explain how your ability, your skills and knowledge match those required in the Person Specification. Remember to consider experience from previous work **and** relevant experience gained outside of paid work such as that gained at home, at college or through voluntary, leisure

or community pursuits. Ensure that you refer to **all items** on the person specification identified as selection criteria.

If you already work for Together, assume that those dealing with this application know nothing about you or your abilities. Even if we do know you we will use the application form as the sole basis for shortlisting.

Equal Opportunities & Diversity Monitoring Form

We would be grateful if you would complete and return this part of the application form. It is to help us monitor the effectiveness of our equal opportunities policy. The information that you give us will be separated from your application form and will be treated in confidence.

The Interview Process

The interview panel is normally made up of 2-4 people who will be asking questions related to the job and your application. The panel keep a record of their assessment of each candidate so that the reasons for their decisions are clear, consistent and objective. For some jobs you will need to sit a practical assessment, e.g. typing or in-tray test, etc.

Feedback on Unsuccessful Applications

Should you not be successful with your application, either at the selection for interview stage **or** after interview, we offer a positive feedback service. If you wish to take advantage of this, please contact the person named on the covering letter.

The Data Protection Statement

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them. Together treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in Together's applicant privacy notice. By signing your application form you are giving us your permission to process your data, which we will do confidentially. Should you be successful in getting the job we will include the information you have provided in your personnel file.

Returning your Application Form

Please return your completed application form to the email address **quoted on the covering letter** sent to you with your application pack. You may also fax it to the number on the letter-headed paper or send it by post.

If you are unable to attend the published interview dates, please ensure you tell us at the time of applying.

Finally, please retain your application pack. The information we have sent you will help you should you be invited to interview.

Closing Date

Complete the form in good time and send it to the email address on the covering letter. Make sure that you are aware of the closing date and that your form is returned in plenty of time.

Applications received after the closing date will not be considered.

Should you be selected for interview you will be contacted as soon as possible after the closing date. Unfortunately, we are not able to contact unsuccessful applicants.

Unless we contact you within a month of the closing date, please assume that you have not been shortlisted on this occasion.

We look forward to hearing from you and thank you for your interest in Together.