

Guidance Notes on completing your application

You are advised to read the following notes carefully as the decision to short-list you for interview will be based solely on the information you provide in your application. If there is anything on the application that you don't understand please contact the person named in the advert and 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.

Completing the Application Form

Please complete in English. If you have a disability, or need assistance in completing the form please contact the person named in the advert.

Disclosure and Barring Service (DBS)

If the job you are applying for involves one to one contact with vulnerable people then your appointment, should it be offered, will be conditional on a DBS check. Without this check we are unable to offer you the job for which you have applied.

This means that 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.

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

Rehabilitation of Offenders Act (ROA) 1974

The aim of the Act is to try and 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 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.

Your Personal Details

We ask you your age as some of our jobs require you to be at least 18 or in some cases 21.

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.

Qualifications

Please tell us about all your achievements at school, college and university etc. Please draw our attention to any relevant professional qualifications, short courses or memberships of professional bodies.

Many of our roles do not require any professional qualifications, however please let us know if you have any.

Memberships of professional bodies

Please use this space to inform us of any memberships with professional bodies that you have that are relevant to the role you are applying for.

Current and Previous Employment Details

Fill in 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 ensure that you explain any gaps in your employment history.**

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 download and 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 in the 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 do not assume that those dealing with this application will know anything about you or your abilities. Even if we do know you we will use the application form as the sole criteria for short-listing.

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 the most recent educational establishment you have attended. If you have been working on a temporary basis through an agency, then please include 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.

Diversity Monitoring Details

This part of the application 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.

Closing Date

Please ensure that you complete the entire application form and submit it prior to the closing date.

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 keeps 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

If you are unsuccessful and not selected for the post following the interview you can ask for feedback on your performance. If you wish to take advantage of this please contact the person named in the advert. Please note, this is only available following interview stage.

Your Health

If you are successful at interview you will be required to complete an online pre-employment health questionnaire, which will be assessed by an external occupational health company. Based on the information you provide, you may be requested to attend a health-screening interview or your doctor may be contacted to provide more information prior to you being confirmed in post.

The Data Protection Statement

By electronically signing your application form you are giving us your permission to process your data. We will do this confidentially. Should you be successful in getting the job we will use the information you have provided to commence your personal file. Please also refer to our Privacy Notice

Finally, you are able to keep a copy of your application form. In order to do this, please download the application form once you have completed the process.

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

