



Job Application Form - Guidance Notes

Section 1: Your personal details

Right to work in the UK

The Asylum and Immigration Act 1996 makes it a criminal offence for the Trust to employ any persons who do not have the right to live and work in the United Kingdom. All British citizens must complete their national insurance details. If you are a non-British citizen but have the right to live and work in the UK please ensure you complete the sections on work permits and/or visas and national insurance number (if applicable).

If successful in your application you will be required to provide documentary evidence of your right to live and work in the United Kingdom prior to commencing employment with the Trust.

Relationship

Canvassing directly or indirectly will automatically disqualify you from the recruitment process.

Applicants with disabilities

If a disabled applicant meets the essential criteria for the post they will automatically be invited for interview. Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

Rehabilitation of Offenders Act 1974

Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) applicants who have a criminal conviction which is “spent” may answer “no” to this question. However protection under the Rehabilitation of Offenders Act 1974 may not extend to those posts that require a Criminal Records Check through DBS, (formerly CRB). For example a Criminal Records Check would be required for those posts who are required to work with children and/or vulnerable adults e.g. Social worker, home carer, teacher. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) allows certain old and minor cautions and convictions to no longer be subject to disclosure. In addition, employers are no longer able to take an individual’s old and minor cautions into account when making decisions.

In relation to requests for details about previous convictions, the Trust application form states:

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

As recommended by the Ministry of Justice, the application form also includes the following statement:

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Please note that it is the responsibility of the applicant to understand and disclose information in accordance with the DBS guidelines.

References

External applicants must provide details of two referees. One must be your current or most recent employer and the other may be a previous employer or a character reference. Where possible the two referees must be from separate sources and not the same organisation or employer. In the case of school leavers a reference should be from your headteacher.

All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation. If successful in your application references will be requested so please ensure you have the referee's permission to provide their details on your application form.

Internal applicants who have more than a year's service within the Trust need only provide one referee whom they have known for a year or more. This cannot be your line manager if they are part of the interview panel for the post for which you are applying.

Section 2: Qualifications

If successful in your application you will be required to provide original documentation of qualifications. Photocopies are not acceptable.

Your professional membership details

Please complete this section if you hold any professional memberships which are relevant to the post for which you are applying. Where applicants are applying for a teaching post they must complete the information in this section on their DFES status.

Your employment history

All applicants must complete this section, giving details of their employment history for the past 10 years leaving no periods of time unaccounted for. In addition, applicants may provide details where experience gained more than 10 years ago is relevant to the post being applied for. Indication of time off for a career break, for caring responsibilities, for study, travel or absences from work owing to a disability will not prejudice your application. Please attach additional sheets if necessary.

Section 3: Supporting information

The information you provide in this section will be used when shortlisting applications for interview so it is very important that you provide as much information as possible to clearly show how you meet the essential and desirable requirements detailed in the person specification. If you run out of space you can attach additional sheets to your application. Please ensure these are signed and dated.

Declaration

All applicants must sign the declaration to certify that the information provided on the application is correct and that they have read and understood the conditions of their application. Any applications received where the declaration has not been signed will be returned to the applicant.

Equality and diversity

The Trust is an equal opportunities employer and actively welcomes job applications from all sections of the community. No job applicant will be treated less favourably because of his or her gender, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation or by any other condition or requirement that cannot be shown to be justified.

The information you disclose on this part of your application form will be used for monitoring purposes only. Through monitoring the Trust is aware of the make-up of employees and can then focus support and guidance where best needed.

This section of the form will be separated from the job application form on receipt. The information disclosed in this section will not form part of the recruitment or selection process and the interview panel will not see this part of your form.