



## GUIDANCE NOTES FOR COMPLETING THE ASSOCIATIONS APPLICATION FOR EMPLOYMENT FORM

**These notes are intended to help you complete Steve Biko HA's application for employment form as effectively as possible. Please read them before you start and follow the guidance carefully.**

Applications should be typewritten or completed in black ink, to allow for photocopying. Please check that all sections of the application form have been completed before sending it to us. Your application form plays an essential part in all stages of the recruitment and selection process. It determines whether or not you will be shortlisted for an interview and it acts as a basis for the interview itself.

### **Relevant Skill and Experience**

Applicants who can demonstrate in their application that they possess the skills, experience and abilities required for the job stand the best chance of being shortlisted and selected for interview. The purpose and main duties and responsibilities of the post are set out in the accountability profile. The skills, abilities and experience we are looking for in the successful candidate are also listed.

It is important to provide evidence that you can meet each of the requirements by giving specific examples of what you have done and how you believe you meet each requirement. Mere assertions that you have the required experience or skills are not sufficient. We would suggest that you use the selection criteria as headings; in the order they have been listed, to ensure that you address them all in turn.

You can refer to any relevant skills, knowledge or experience you have acquired in paid or unpaid work (that is, outside full-time employment), for example, studying, training, social activities, organising sports, community or voluntary work. Please remember to explain how your experience, skills and knowledge meet the requirements in the person specification and the duties and responsibilities in the job description.

Unless you provide evidence that you possess all the requirements, supported by relevant examples, you may not be included in the shortlist. Only those candidates who demonstrate an acceptable performance level on each requirement of the person specification will be shortlisted.

Please do **not** attach your curriculum vitae, testimonials or any other documents with your application. Applications in the form of curriculum vitae will not be considered.

## **Disability**

You are considered to be **disabled** under the **Equality Act 2010** if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

### **What 'substantial' and 'long-term' mean?**

'substantial' is more than minor or trivial, e.g. it takes much longer than it usually would to complete a daily task like getting dressed.

'long-term' means 12 months or more, e.g. a breathing condition that develops as a result of a lung infection.

### **Assistance for Interview.**

Steve Biko HA will ensure that access to the interview location is as unrestricted as possible and will ensure all buildings used for the interview process are accessible for all. We will work with candidates to remove or lessen any barriers should they arise. If you have any specific requirements, please provide the details within the application for employment form.

## **Monitoring**

The Association aims to be an equal opportunity employer and selects staff solely on merit. All stages of the recruitment process are monitored to check that discrimination does not take place. To help us ensure this, we request all applicants provide the information in the monitoring pages. In order to avoid any possible bias or prejudice, this information is **not** passed on to anyone involved in shortlisting and selecting for the post.

## **References**

If you are shortlisted, your referees will only be contacted with your prior consent. Please make sure that the referees you nominate include your current or most recent employer who will be asked specifically about your attendance record.

## **Disclosure Procedure**

The majority of posts in the Association require disclosure procedures to be conducted. The disclosure procedure is in place in order to protect vulnerable members of society to enable the Association to make informed recruitment decisions on the suitability of those seeking to work in a position of trust. Disclosure information will be provided by the Disclosure and Barring Service and a criminal record will not necessarily prevent you from obtaining a position. Failure to comply with the disclosure procedure will result in any offer of appointment being withdrawn.

## **Permission to work in the UK**

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006. These rules came into force on 29 February 2008. They replaced the previous rules under section 8 of the Asylum and Immigration Act 1996. It is a criminal offence for an employer to take on a new employee whose immigration status prevents him or her from taking up the post in question. This applies to all types of employment, including part-time, temporary or casual appointments. For most jobs, you will only be asked to produce a document if you are offered the job. A list of acceptable documents will be provided to you at that stage. Documents will be checked as a completely separate process.

## **Data protection**

Any data about you will be held in completely secure conditions, with access restricted to those involved in dealing with your application and in the selection process. As indicated elsewhere, the data you provide will also be used to monitor the effectiveness of the Associations Equality Policy. We will be unable to process your application unless we can use your personal data in the ways described above. We shall consider that, by signing and submitting the enclosed application form(s) you are giving your consent to the processing of your data in the ways described above.

## **Comments**

If you have any comments to make about the Associations recruitment and selection procedures, please put them in writing, and we will be happy to assist you.