CARERS FEDERATION LIMITED

GUIDANCE NOTES ON COMPLETING YOUR APPLICATION FORM

IMPORTANT! PLEASE READ THESE NOTES CAREFULLY

These notes have been written to help you make the best of your application. The decision to shortlist you for interview will be based on the information you provide on your application form. To ensure equal opportunities in recruitment, we request that all applicants complete the application form provided. CV's are not accepted.

Good luck with your application.

For postal applications only - This form should be completed in black ink for photocopying purposes.

Read through each section of the application form carefully. You may find it helpful to do a rough draft in pencil first. Please keep a copy of your completed application form, for your own reference.

Please ensure you have a copy of the job description and person profile to refer to as you complete your application.

The person profile for the role you are applying for, describes the essential skills, knowledge, experience and professional or academic qualifications that you will need in order to do the job as described in the job profile. Your completed application form should demonstrate that you meet these requirements and that you understand and are committed to equal opportunities.

References:

The **first referee** quoted on the form should be your present or most recent line manager/employer.

The **second referee** should be another line manager from your most previous employment. If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well in an academic or professional capacity to confirm the information you have given, and to comment on your ability to do the job.

Statement of Support Section:

The "Statement in Support" section of this application form is very important. **THIS IS WHERE YOU MAKE YOUR CASE FOR THE JOB**.

Examine the skills and experience being asked for and provide evidence by giving specific examples that you possess those **RELEVANT** to do the job.

Give thought to previous work experience or other responsibilities that may assist you to uncover skills that you may have taken for granted. Do not forget the skills and experience

that you may have gained outside full-time work. If you have been out of paid employment for a long time, or have never been employed before, your job history may be less important than some of the responsibilities and experience that you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time.

Additional information and Declaration sections:

Please ensure you complete these carefully.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions that are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

If you are applying for one of the following types of post, you **must** disclose any conviction(s) - spent or unspent (including bind overs, cautions or charges that have not yet been disposed of) relating to:

- Work that brings you into contact with vulnerable groups such as the infirm, elderly, mentally ill and young people under the age of 18.
- Any employment or other work which is concerned with the provision of health services and which is of such a kind as to enable you to have access to people in receipt of such services in the course of your normal duties.

Failure to reveal information relating to unspent convictions could lead to the withdrawal of any offer of employment.

The Carers Federation uses the Disclosure and Barring Service (DBS) to obtain information to enable it to assess the suitability of applicants for employment in positions of trust. The Federation complies fully with the DBS code of practice and does not discriminate unfairly against any subject of a DBS disclosure on the basis of conviction or other information revealed.

The Federation complies with the DBS code regarding the secure storage, handling, use, retention & disposal of DBS disclosures and disclosure information and with its obligations under the Data Protection Act.

You should also ensure that you have declared any disciplinary action taken by your professional body or unresolved issues, pending or current and that the information disclosed on your application and declaration forms is correct. Failure to disclose such information may result in dismissal or disciplinary action.

When fully completed, please read through your application form carefully, checking for errors or omissions. Make certain your application form is sent in plenty of time to reach the Federation prior to the closing date.

For reasons of economy, we do not usually acknowledge receipt of application forms, but if you wish us to do so please send a stamped-addressed envelope with your application.

We are committed to improving employment opportunities for all people. If you would require assistance when attending an interview please give brief details on the application

form (see Health section). If you would like to request or submit your application in an alternative format please contact Recruitment on 0115 9629363.

To help decide where to advertise our post in the future, please state clearly where you saw the post advertised.

To ensure that our Equal Opportunities Policy is effective, all candidates are requested to complete the separate questionnaire on monitoring. This will be treated as confidential and separtated from the application form before shortlisting.

If you require, for the reason of a disability, for this form to be re-sent to you so that you can fill it in more easily, or for it to be submitted in a different format please contact recruitment on 0115 9629363. Examples are a format in braille, large print. This will in no way be detrimental to your application.