

Guidance Notes for Completing Application Form

The application form that you complete and return is the first communication we will have with you and the information supplied by you will be used to determine whether or not you will be invited for interview.

As stated on the application form we do not accept CVs so please do not send or attach a CV to the application form as this will be disregarded when short listing your application.

The **Job Description** provides you with details about the post, the salary and gives information about the duties and responsibilities of the post.

The **Person Specification** provides you with details of the skills and experience we require for the post. We will be looking for evidence of these in your application form. It is therefore essential that you ensure you tell us in your application how you meet the requirements and give as much information as possible.

Completing the Form:

Section A1 – Personal Details/Nationality

Personal Details - Please complete this section clearly and accurately as this information is used to contact you if you are successful at any stage of the recruitment process.

Nationality - Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing entitlement to work in the UK e.g. a passport or other documentation issued by the Home Office, which has been endorsed stating that the holder has a current right to reside/work in the UK without restriction.

Sections A2/3 – Present or Most Recent Employer/Employment Previous Employment

You need to provide the details of your current or most recent employer. Please work backwards from your current or last employer through your employment history detailing all prior experience including voluntary work. It is essential that you provide reasons for any gaps in your employment history. No offer of employment will be made unless this information has been provided in full. Merseyside Youth Association may contact any of your previous employers to confirm the information you have provided on your application form.

Sections A4- Education & Training

Please provide details in full of the educational establishments in which you gained your qualifications, together with the dates you attended.

Please specify any formal qualifications that you have obtained that are required or appropriate for the job. Please do not use abbreviations: specify the full title of the qualification, including the awarding body. This should include any courses that you are currently studying towards.

Please also include any educational or work based learning that did not provide you with a formal qualification but may be relevant to the role. You should also include any training that you have required as part of any government employment/training scheme or from activities outside of education or work if it is relevant.

Please also include membership of professional bodies in this section.

Section A5 – Essential and Desirable Criteria

In this section you are asked to illustrate why you are a suitable candidate. This is the most important part of the application form, as it is your opportunity to demonstrate using examples how your skills, knowledge and experience meet the person specification requirements. It is important to include relevant aspects and achievements in your career history.

If you have never been in paid employment you should draw on your skills, knowledge and experience gained from other aspects of your life such as community or voluntary work, leisure, school or other responsibilities such as bringing up your family.

Please note it is important that you show that you meet **all** of the criteria on the person specification. You must show **how** you meet all of the essential criteria of the job. If your application does not demonstrate that your skills, knowledge and experience meet the essential criteria of the job then you will not be short listed for the post.

Section A6 – Driving

If you are applying for a post that involves driving you should complete the specific details required on the form relating to your driving licence.

Section A7 – Sickness/ Absences:

Please provide details of all of the days and occasions that you have lost to sickness absence during the last two years. Please list the reason for each absence and indicate the number of days lost against each reason.

It is important that this information is accurate as it will be cross referenced against references that we request if you are successful at interview. Failure to provide correct absence details may result in any offer of employment being withdrawn.

Section A8 – Disability

If you consider that you have a disability please complete this section, which will ensure the relevant adjustments are put in place by the Association to meet your needs at interview and within the workplace.

Section A9 – Rehabilitation of Offenders Act 1974 & Disclosure

Whilst the Association supports the rehabilitation of ex-offenders it is obliged under certain care/safeguarding legislation and an Exemption Order to the Rehabilitation of Offenders Act 1974 to ensure safe recruitment to posts where working with children, vulnerable adults or other positions of trust are involved. These are referred to as Regulated Posts. The job description will indicate if the post you are applying for is Regulated and falls within this legislation.

In the first instance, you are required to indicate whether you have any spent convictions on the Application Form. In addition to that the Association can, for certain posts, also take into account other unacceptable behaviour when considering employability. However, this will only be examined if an offer of employment is made. **All successful applicants to Regulated Posts, will, in any event, be subject to a criminal history check via the criminal Records Bureau.**

Applicants should be aware that having a conviction or record of some other type of unacceptable behaviour **would not** necessarily bar you from employment in Regulated Posts as any decision to employ will be considered on the individual circumstances of each case.

Section A10 – Reference Details

You must provide details of two referees, which should be your present or previous employers. Internal candidates should only provide their current line manager as they have already been through this process.

If you have never worked, you should identify two referees who are able to tell us about your skills, knowledge and abilities, e.g. Head teacher, Voluntary Organiser. Your referees may not be relatives or members of the interview panel. No offer of employment will be confirmed until satisfactory references have been received, therefore you must provide the full postal address and if possible the email address of each referee.

SectionA11 – Declaration

You must sign and date your application to declare that the information contained on the form is accurate and correct. Deliberate falsification or withholding of information may lead to any offer of employment being withdrawn or disciplinary proceedings if you have already been employed by Merseyside Youth Association Ltd.

The Data Protection Acts 1998 states that Data Controllers, such as the Association, must fairly and lawfully obtain personal data. Once obtained the Association must only process that information within the confines of the Data Protection Act. This means that it can only be retained, amended or disclosed for the purposes for which it was obtained. Applicants are therefore, asked to sign the declaration, which also indicates that they understand and consent to this.

Equal Opportunities Monitoring Form

Applicants are asked to complete the Equal Opportunities Monitoring Form. Its purpose is to provide essential information to enable the Association to see the make-up of the candidates that are attracted to its posts and to form future policy. The Form is separated from your Application on receipt and information plays no part in the selection process. Your assistance in providing the information is very much appreciated.

Finally, Merseyside Youth Association Ltd. would like to wish you good luck with your application