

Guidance Notes for Applicants



How to complete your Application

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

Selection Criteria

Selection criteria are the skills, abilities, knowledge and in some cases qualifications necessary to do the job. These are shown in the personal specification and are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited to interview. The person specification should help you to match your skills, abilities and knowledge against the selection criteria.

Working in the UK

Successful applicants will be required to provide original documentation confirming their right to work in the UK in accordance with Home Office requirements. Employment cannot commence until satisfactory evidence of your right to work has been verified. If you are unsure about your immigration status or right to work, please contact the Home Office for advice.

Current or most recent Employment

We need you to provide us with your complete employment history. Any gaps in your employment history of more than one month should be explained – for example, carer and childcare responsibilities. We may ask for references to cover a full three-year history, which may include time spent in education. In addition to the standard reference questions, the employer will be asked about disciplinary offences relating to children and/or vulnerable adults, including 'spent' convictions and where the applicant has been subject to any child protection concerns, the full details of these investigations will be required.

If you have been self-employed during the last three years, we may need to see your Tax Return for that period, if you are successful.

If you have been claiming benefits during the last three years, we may contact the Benefits Office to verify this if you are successful.

References will be taken up for shortlisted candidates.

Qualifications and Training

Please give details of your education, qualifications and training, starting with secondary school. Include details of relevant 'on the job' training gained through previous employment.

If you have listed a professional qualification, we may request that you provide us with the relevant original certificates/registration documents.

Supporting Statement and Achievements

This is your opportunity to tell us how you meet the criteria in the personal specification. Take each section and tell us about your skills, experience, knowledge and achievements.

Please give examples of what you have done which prove your ability. If the personal specification says 'able to organise activities', you must do more than say, "I am an organised person." Give a full example by describing something that you have done which tells us about the skills you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work, or from your hobbies/interests if you do not have formal experience.

Declaration of Criminal Offences

Please read this carefully before completion.

The Disclosure and Barring Service (DBS) provides wider access to criminal record information through its disclosure service. The service enables organisations in the public, private and voluntary sectors, to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially work involving children and vulnerable adults.

Monitoring

Empanda has an Equality and Diversity Policy that we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in strictest confidence, is never available to the recruiting manager and will only be used for monitoring purposes.

Questions

If you have any questions about filling in the form, or about the application process, please contact us on 01603 552102 – Option 4.