

Guidance for applicants – completing the Staff application form

Please read these notes carefully before completing the application form. It is important that you take your time to fill in the application form as fully and accurately as possible. The decision whether or not to invite you for interview is based entirely on the information given on the application form.

Note: you can expand the boxes by using the 'return' key, or add additional rows in the tables by putting your cursor in the last box on the row and clicking the 'tab' key.

General Points

- Please complete all parts of the application form and type or use black ink so that when we photocopy the form, it is clear and legible.
- You may include a CV in addition to the application form.
- The application pack contains a job description and person specification. The job description lists the duties/main tasks of the post, the person specification lists the knowledge, skills, experience and qualifications needed and the methods used to assess each of these.

Personal Details

- Give your full name, address including postcode, telephone numbers and email address.
- If this post requires the use of a vehicle, this will be indicated on the application form.

References

- You are asked to provide the names and contact details of two people who can provide a reference for you.
- One of the referees must be your current or most recent employer
- Home-Start will only request a reference if we make you a conditional offer of the job.
- We may also contact your past employers where it seems necessary.

Training and Education

- Please outline what formal education, vocational or professional qualifications and short course training you have undertaken which are relevant to the post starting with the most recent.
- This section must include school/college qualifications such as GCSEs, Highers, A'levels etc and should also include any further qualifications you may have such as a degree or management qualification.
- Please also include any 'on the job' training or CPD courses relevant

to the post for which you are applying, for example supervision skills, fundraising courses etc.

Voluntary Work

Many people will have developed relevant skills and knowledge through voluntary work and work experience. Think carefully about what you have done in the past, at home, school and leisure, paid or unpaid employment as you may wish to draw on the skills you developed. Do not be put off if you have not worked for a long time, think carefully about any experience that you may have gained and record when and how you gained that experience in this section.

Employment history

If you are currently employed, please give details about your present job, including your notice period.

If you are not currently employed, please give information about your most recent job.

Previous Employment

Please give details of all your previous jobs since leaving school/college in date order *starting with the most recent*. Any gaps in your employment history will need to be explained in the section on page 4. Use a separate sheet if necessary – please name and number it.

Gaps in employment history

Please list any gaps, and provide brief information explaining each – for example if you had time away from work while bringing up children or for travel etc. The interview panel may ask to clarify any gaps that aren't clearly explained.

Potential conflict of interest

Please record if you are related to/married to anyone who works for Home-Start Spelthorne. If you are, it *does not* exclude you from the process but means that we can ensure a fair process for all concerned by not having your relative taking part in the selection process.

Other employment

Please record if you intend to continue working in any other capacity if you are offered this post with Home-Start, for example if you have another part time job or run a part time business etc.

Personal Statement - Relevant Skills, abilities and Experience

This is a very important part of your application form as it gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description and person specification. Your answer must demonstrate how you meet each of the essential criteria or you will not be shortlisted for interview.

- Give examples to show how you meet each of the essential criteria, and the desirable where applicable, indicated on the person specification.
- Be specific about your skills and specify your own responsibilities, demonstrate a particular skill rather than simply saying you have it.
- For example, if the person specification asks you to demonstrate an ability to recruit volunteers, you may want to describe what methods/processes you have used to do this, at what level and how successful or effective you were.
- Remember to draw on skills, knowledge and experience gained through any voluntary or unpaid work you have done as well from your previous paid employment.
- Please name and number any continuation sheets.

Declaration

Finally, check that you have answered all the questions, sign and date the application form, making sure that you send the form to us on time. We will not consider any applications that we receive after the closing date.

Employment Checks

Please be aware that should we offer you the role we will conduct a number of employment checks which will need to be satisfied before a role can be formally offered.

These include: -

- the right to work in the UK. We only recruit individuals with a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required information/documents.
- your suitability to work with children and adults at risk (sometimes known as a DBS/PVG check, Access in NI). We do not ask for disclosure of criminal records during the application or interview process and not all offences will prevent you from working with us. If a criminal record check is required for a role, this will be stated clearly in the job advert, including the level of check required. We will only ask for a DBS check at the point of job offer.