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# Guidance notes for applicants

### General points

* **You must complete all sections of the application form**. This is important as we will make our decision

on the information you give us.

* Be sure to fill in the **job title** and **job reference number**, as listed on Barnardo’s website, this ensures that your application will be considered for the right post.

### Applicants with a disability, impairment, mental or physical health condition

* Barnardo’s welcomes applications from people with a disability, impairment, mental or physical health condition and is committed to treating such applicants fairly in the recruitment process.
* Barnardo's has a policy of interviewing all applicants with a disability, impairment, mental or physical health condition who meet the essential short-listing criteria. If this applies to you and you wish to be considered for this scheme, please tick the box on the application form.
* We encourage all applicants to apply online. However, if you are unable to use these documents for any reason or require the information in an alternative format, please contact us.

**Working for Barnardo’s and Relevant Experience**

* This section gives you the opportunity to demonstrate how you meet the requirements of the post and why you think you are suitable. The job description outlines the main duties of the post. However, please also refer to the additional information sheet (if provided). The person specification contains a description of the skills, experience, qualifications and competencies necessary for the role.
* Please also tell us how you demonstrate Barnardo’s Basis and Values. Information about Barnardo’s Basis and Values can be found on our website.
* The information you provide will be used as a basis for shortlisting.

### Qualifications and Relevant Training

* Please refer to the person specification for the post to identify the qualification requirements and ensure you provide this information. If you hold an equivalent qualification to that sought please provide sufficient information to demonstrate this is the case.
* As well as telling us about the exams you have passed, you can include information about relevant courses you have completed.
* Include all qualifications and relevant training which may have been undertaken on a part-time as well as full-time basis.
* Some Barnardo’s jobs require no formal qualifications; do not be put off if you have nothing to put in this section.

### Employment experience

### Please give details, to the nearest month and year, of your previous paid jobs, and include any gaps or periods of time out for completeness. You may be asked to clarify reasons of any gaps if called for interview.

### You may have developed relevant skills through voluntary work or social action and can include this. If you include any voluntary work, list the name and address of the group(s) involved and give details of the amount of time you have volunteered each month and for how long.

**Safeguarding**

### Shortlisted job applicants will be required to complete a Safeguarding Self-Declaration Form relevant to the role that they are applying for and bring it with them to interview in a sealed envelope. All information will be treated in the strictest confidence, in line with the principles of the Data Protection Act.

**Childcare Disqualification Checks**

### Shortlisted job applicants applying for a relevant post in early years provision, later years provision up to 8 years and in the management of such early or later years provision (applicable in England and Wales only) will also be asked to complete a Disqualification Declaration Form to confirm that no one living in the same household as the applicant or living at their address, is a disqualified person under the Childcare (Disqualification) Regulations 2009 or Child Minding and Day Care (Disqualification) (Wales) Regulations 2010, as appropriate. Returning the application form

### Please return your completed application form by the closing date - please refer to our website for further details. Applications received after the closing date will not be considered unless there are extenuating circumstances.

**Diversity Monitoring Form Guidance Notes**

The Diversity Monitoring Form is divided into sections that reflect the diversity identities in the Equalities Act 2010. Although in Northern Ireland the law is slightly different; (you can find out more here [http://www.equalityni.org](http://www.equalityni.org/Footer-Links/Legislation)) it includes similar protections.

We use the information to check our recruitment processes are fair. The form is kept separate to the rest of your application and is not used for shortlisting.

For most questions you have the option to ‘prefer not to say’ or provide your own answer. Please use these options where our categories do not match your views or you do not want to share your information.

C:\Users\honor.cohen\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\A9RE0B5Z\1NumberOneInCircle[1].png The first thing you will need to add to the form is your Name, Date of Birth and the post you are applying for and the name of the service, department or shop. Some of this you already know, the other information is on the job description.

C:\Users\honor.cohen\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\GIWLJQY8\2NumberTwoInCircle[1].png Ethnicity. We use the definitions from the Census in 2011 as this allows us to compare the data we gather against the UK population.

C:\Users\honor.cohen\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\A9RE0B5Z\3NumberThreeInCircle.svg[1].png Gender/Sex. At Barnardo’s we appreciate that not all people will live in the gender they were assigned at birth. Not all official organisations recognise non binary gender identities, for example the Inland Revenue use gender to calculate pension entitlements. For these official purposes only we ask you for the sex you were assigned at birth or that on a Gender Recognition Certificate.

C:\Users\honor.cohen\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\A9RE0B5Z\4NumberFourInCircle[1].png Gender Identity. This is how you feel about and express your gender. Below are some definitions to help you complete this question.

* *Man* – someone who identifies as man, regardless of the sex they were assigned at birth
* *Woman* – someone who identifies as a woman, regardless of the sex they were assigned at birth
* *Trans Man* – someone who identifies both as a man and as trans.
* *Trans Woman* – someone who identifies both as a woman and as trans.
* *Non-binary* – someone who identifies as neither man nor a woman
* *Gender fluid*– someone whose gender identity is fluid and moves between a man, a woman or any other gender identity.
* *Gender non-conforming* – someone whose gender identity does not adhere to how society traditionally views gender.
* *Other* – any gender identity which is not mentioned above.

 Religion & Belief. We include the main UK religions and beliefs in this section. If your religion or belief is not listed please specify it in the section marked ‘Any other religion or belief’.

C:\Users\honor.cohen\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\EG61HQ83\6NumberSixInCircle[1].png Sexual orientation. This describes what gender(s) someone is sexually and/or romantically attracted to. Below are some definitions to help you complete this question.

* *Bisexual*- A person who is attracted to both sexes.
* *Gay Man* – A man who is attracted to other men.
* *Gay woman / Lesbian* – A woman who is attracted to other women.
* *Pansexual* – A person who is attracted to others regardless of their biological sex, gender identity or expression.
* *Heterosexual / Straight* – A person who is attracted to the opposite sex.

 Disability, impairment, mental or physical health conditions. We would like to ask about any underlying medical conditions you may have. You may or may not consider yourself as "having a disability" but the list below gives some examples of underlying conditions that have a significant impact on you. It is not meant to be an exclusive list and is for guidance.

* Hearing, speech or visual impairments (If you wear glasses or contact lenses this is not normally considered a disability).
* Co-ordination, dexterity, or mobility (Examples: polio, spinal cord injury, back problems, repetitive strain injury).
* Mental health conditions (Examples: schizophrenia, depression, severe phobias)
* Speech impairment (Example: stammering)
* Learning disabilities (Example: Fragile X syndrome)
* Other physical or medical conditions (Examples: diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc.).

 **For posts based in Northern Ireland only**   
All registered employers in Northern Ireland are required to monitor the composition of their workforce. This means keeping a record of our job applicants and employee’s community background. Community Background is whether an individual is from the Protestant community or the Roman Catholic community in Northern Ireland, or neither.

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**BARNARDO’S EMPLOYMENT APPLICATION FORM**

|  |  |
| --- | --- |
| **Job applied for:** | **Job reference number** |

**Eligibility to work in the UK**

|  |  |  |
| --- | --- | --- |
| Are there any restrictions regarding your employment in the UK? E.g. do you require a Work Permit? (Please note that Barnardo’s cannot support any sponsorship requests). | Yes | No |

**Section 1 – Working for Barnardo’s and Relevant Experience**Please provide the following information by answering the questions below. The information you provide will be used as a basis for shortlisting.

|  |
| --- |
| **1.** Using the person specification and additional information sheet (if provided), please provide examples of your past experience that demonstrate your skills and capabilities against each of the essential elements of the person specification, and where possible, how you meet the desirable elements. You do not need to limit your experience to paid work- volunteering and homebased, social or community activities can also be included. *(For this question you should provide no more than* ***two******sides of A4*** *using size 12 font which is approximately 1000 words. Please do not exceed the word limit) .* |
|  |
| **2.** How do you demonstrate Barnardo’s Basis and Values? (Maximum word count 250). |
|  |

**Section 2 - Employment Experience   
Current employer**

|  |  |  |  |
| --- | --- | --- | --- |
| **From (month/year)** | **To (month/year)** | **Name and address** | **Job title and brief summary of responsibilities** |
|  |  |  |  |
| **Current salary:** | | | |
| **Notice period:** | | | |

**Previous employers**

Please start with the most recent, including paid and unpaid work and explain any gaps in employment below.

|  |  |  |  |
| --- | --- | --- | --- |
| **From (month/year)** | **To (month/year)** | **Name and address** | **Job title and brief summary of responsibilities** |
|  |  |  |  |
|  |  |  |  |
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**Gaps in your employment – Please provide reason/information for any gaps in employment** (verification of employment gaps will be required if an offer of employment is made)

|  |  |  |
| --- | --- | --- |
| **From (month/year)** | **To  (month/year)** | **Reason** |
|  |  |  |

**Section 3 - Education and Relevant Training**

Please give details of your educational qualifications and training, including subjects taken and short courses where appropriate. It is Barnardo’s policy to verify the qualifications of all successful job applicants.

|  |  |
| --- | --- |
| **Qualifications** | **Grade** |
|  |  |

**Section 4 - Professional Membership**Please give details of any relevant professional registrations or memberships held.

|  |  |  |
| --- | --- | --- |
| **Professional Body** | **Membership or Registration type** | **Expiry Date** |
|  |  |  |

**Section 5 – References**

As a childcare charity, safeguarding and protecting children is an integral part of our work. We are rigorous in our reference checks for this reason. Please give the names and contact details of two referees; this must cover at least the last 5 years of your employment **(for roles working with children and/or vulnerable adults)** or two years **for all other roles**. One of your referees should be your line manager at your current employment or if you are unemployed, your line manager at your date of leaving. If you have not been employed before, your head teacher or college tutor are appropriate. If you have worked in a voluntary or unpaid capacity e.g. as a member of a Parents Teachers Association, you could include the Chair of the committee among your references. Please note that Barnardo’s reserves the right to take up references in respect of **any** previous employment paid or unpaid, without further notification to you. All job offers are made subject to all required pre-employment checks which include satisfactory references.

|  |  |
| --- | --- |
| **Current Employer (Line Manager)** | **Previous Employer (Line Manager when you left)** |
| **May we contact your current employer prior to any conditional offer of employment?  Yes  No** | **Name:** |
| **Name:** | **Relationship to you:** |
| **Relationship to you:** | **Period this reference will cover:** |
| **Period this reference will cover:** | **Their job title:** |
| **Their job title:** | **Organisation:** |
| **Organisation:** | **Email:** |
| **Email:** | **Address:** |
| **Address:** | **Telephone number:** |
| **Telephone number:** |  |
| **Additional Previous Employer** | **Additional Referee**  **Previous employer/ Education/ Personal** |
| **Name:** | **Name:** |
| **Relationship to you:** | **Relationship to you:** |
| **Period this reference will cover:** | **Period this reference will cover:** |
| **Their job title:** | **Their occupation:** |
| **Organisation:** | **Organisation:** |
| **Email:** | **Email:** |
| **Address:** | **Address:** |
| **Telephone number:** | **Telephone number:** |
|  | |
| **Other/previous names referees will have known you by (for example maiden name:** | |
| **Full name:** | **Dates: From:       To:** |
| **Full name:** | **Dates: From:       To:** |

**Section 6 - Personal details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full name:** | | **Preferred title:** | | |
| **Full address:** | | | | |
| **Contact telephone numbers:** | (home) | | | (mobile) |
| **Email address:** | | | **National insurance number:** | |

**For processing purposes, please** i**ndicate if any of the circumstances below apply to you:**

|  |  |  |
| --- | --- | --- |
| **I am a redeployee** (internal candidate listed on Barnardo’s redeployment register) | Yes | No |
| **I am an internal candidate** (e.g. Barnardo’s employee; ‘as and when’ worker; current agency worker; Barnardo’s volunteer) | Yes | No |
| Applicants with a disability, impairment, mental or physical health condition  **I wish to be considered under Barnardo’s Interview Guarantee Scheme (see Guidance notes)** | Yes | No |

**Section 7 - Safeguarding Information**

**Posts working with children or vulnerable adults (only complete if the role you are applying for involves working with these groups).**

If you are disqualified from working with children or vulnerable adults we are unable to consider you for jobs that involve working with these groups and it is a criminal offence to apply. If you are applying for a job that involves working with children or vulnerable adults, you are asked to declare whether you are disqualified.   
Full details of what constitutes “disqualification” is set out in the regulations at <http://www.legislation.gov.uk/uksi/2009/1547/contents/made>.

|  |  |  |
| --- | --- | --- |
| **Are you disqualified from working with children?** | Yes | No |
| **Are you disqualified from working with vulnerable adults?** | Yes | No |

**Section 8 - Other details***Only complete questions (a) to (c) if the person specification says you need a current full driving licence*

|  |  |  |
| --- | --- | --- |
| 1. **Do you have a current full driving licence?** | Yes | No |
| 1. **Do you have any current endorsements?** | Yes | No |
| 1. **If, yes, please tell us the details of those endorsements:** | | |
| **Where did you see the advertisement for the post?** | | |

**Section 9 - Declaration**

I confirm that the information that I have given is correct and complete and that any false statements or omissions may result in any conditional offer of employment being withdrawn or if employed, render me liable to dismissal without notice and in some instances, referral to the police.

By signing this application form, I acknowledge and consent to completing and returning a Criminal Records Declaration Form and/or Disqualification Declaration Form, if I am shortlisted for a relevant post (see Guidance notes, applicable to England and Wales only). I understand that a failure to do so may result in my application being rejected.

I understand and agree that the data I have provided will be used and processed for recruitment purposes. I also understand and agree that should I become an employee; the information will also be used for employment related purposes.

I agree to Barnardo’s holding and processing the data supplied in this application form, in accordance with the principles of the Data Protection Act.

Signed       Date:

If returning electronically, please tick this box in absence of a signature to confirm your acceptance to the Declaration

**DIVERSITY MONITORING FORM – CONFIDENTIAL**

We are committed to treating all applicants fairly and equally.

Your information is confidential and only available to the People Team. We use it for statistical monitoring only to assess our recruitment and selection processes, to ensure we meet the commitments in our Promoting Equality/Valuing Diversity Policy and because we are committed to achieving a workforce that reflects the children, young people and families we serve.

Please fully answer the questions below selecting the category that most closely matches your identity. If your identity is not reflected here please choose the definition most comfortable to you.

|  |  |
| --- | --- |
| **Name:** |  |

**Job applied for:    Date of birth**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ethnicity** As defined in the 2011 census. | | | | | |
| **Asian** | Bangladeshi | | Indian | | Pakistani |
| Chinese | | Any other Asian background | | |
| **Black** | African | | Caribbean | | Any other Black background |
| **Dual Heritage ethnic group** | White & Asian | | White & Black African | | White & Black Caribbean |
| Any other mixed/multiple background | | | | |
| **White** | British | | English | | Scottish |
| Welsh | | Northern Irish | | Irish |
| Gypsy or Traveller | | Any other white background | | |
| **Other ethnic groups** | Arab Prefer not to say  Any other ethnic background, please specify | | | | |
| **Gender / Sex** Please specify here the sex you were assigned at birth or that on a Gender Recognition Certificate for Inland Revenue purposes. | | | | | |
| Female | Male | |  | | |
| **Gender Identity** Further information about gender identity is available in the guidance | | | | | |
| Woman | | Man | | I define as | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Religion or belief** | | |  | |
| Buddhist | Christian | Hindu | | Jewish |
| Muslim | Sikh | None | | Prefer not to say |
| Any other religion/belief, please specify | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sexual Orientation** | | | |  |
| Bisexual | Gay man | Gay woman/lesbian | | Pansexual |
| Heterosexual/Straight | Prefer not to say | Any other, please specify | | |
| **Disability**, **impairment, mental or physical health condition.** We use the social model of disability and look to remove the barriers that limit the choices of disabled people. For monitoring purposes, we use the Equality Act 2010 (or the Disability Discrimination Act 1995 in Northern Ireland) definition of disability that includes long-term physical or mental impairments that have a substantial adverse effect on your ability to perform day-to-day activities. You can find examples in the guidance notes. | | | | |
| Disabled | Non- disabled | | Prefer not to say | |

|  |  |
| --- | --- |
| **For posts based in Northern Ireland only**  To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998. Regardless of whether they actually practice a particular religion, most people in Northern Ireland are perceived to be members of either the Protestant or the Roman Catholic communities. Please indicate to which community you belong by ticking the appropriate box below. | |
| Member of the Protestant community | Member of the Roman Catholic community |
| Member of neither the Protestant nor Roman Catholic Community | |
| If you do not answer the above question, we are encouraged to use the residuary method of making a determination. Which means we can make a determination as to your community background on the basis of the information supplied by you on your application form/personnel file.  Note: It is a criminal offence under Fair Employment (Monitoring) Regulations (NI) 1999 for a person to knowingly give false answers to these questions. | |

[**www.barnardos.org.uk**](http://www.barnardos.org.uk)

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