

**APPLICATION GUIDANCE NOTES**

Please read these notes carefully before completing your application form.

### General points

* Be sure to fill in the post title to ensure you are considered for the right post.
* Please put your name on any additional pages you include in your application.

### Qualifications and training

* As some jobs require no formal qualifications, do not be put off if you have nothing to write in this section.
* As well as telling us about the exams that you have passed, you should also include information about any relevant courses that you have completed.
* Include all qualifications and training which may be part-time as well as full-time.

### Employment experience

* The form asks you to give details, to the nearest month and year, of previous jobs held.
* Some people will have developed relevant skills through part-time or voluntary work. If you include any voluntary work, list the name and address of the group(s) involved.

### Relevant experience

* This section gives you the opportunity to demonstrate why you are suitable for the post.
* The job profile outlines the main duties of the post and the essential criteria contains a description of the skills, experience, qualifications and competencies necessary to carry out these tasks.
* Here it is essential to relate your experience to the information given in this document by giving specific examples. For example, telling us what *you* did in your job rather than what the team did and *how* you demonstrated a particular skill, rather than simply saying that you have it. Please ensure you address all of the points identified on the essential criteria which will allow you to demonstrate your suitability for the position you have applied for.
* You may wish to draw on skills developed outside of work, whether home-based or social/community activities. These might include running a club or voluntary group, bringing up children etc, as well as previous/present employment, study and training.

### References

* Safeguarding children and vulnerable adults is an integral part of our work. We are rigorous in our reference checks for this reason.
* Verbal and written references may be obtained for all posts prior to any conditional offer being made.
* We recognise that you may not wish us to approach your current employer before a conditional offer is made and will not do so unless you have indicated that we may.
* Please ensure you give references that cover at least the last five years of employment including one from your current line manager.
* If you are unemployed, include your last employer, and if you have worked in a voluntary or unpaid capacity e.g., as a member of a Parent Teachers Association, you could include the chair of the committee among your references.

### Criminal Record

With some exceptions having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offence. If you have declared a criminal record, which we believe is relevant to the post we will discuss this with you at interview.

All positions involving working with vulnerable adults and or children are therefore exempt from the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. You must declare details of any cautions, criminal convictions, reprimands and final warnings given by the police, and any proceedings being instituted against you, *both spent and unspent*. With some exceptions, possession of a criminal record should not, in itself, debar appointment to a post. If your application is successful you will be required to undertake an Enhanced Access NI check. Note that all information provided will be treated in confidence. Successful candidates will be asked to consent to an Enhanced Disclosure through Access NI before employment commences.

The details of any criminal record should be noted on the page marked Criminal Record / Disqualification / Other, which should be removed from the application form and returned in a sealed envelope marked with the role you are applying for and ‘criminal record/other’. Any information declared will be kept confidential and in line with The Data Protection Act 1998.

### Disqualification from working with children or vulnerable adults

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. This includes roles in Special Works such as Clare Lodge and retail units. You are therefore asked to declare whether you are disqualified on the page marked Criminal Records, Disqualification & Declaration.

Disqualification can occur through a number of routes:

* being on a disqualification list, e.g. List 99, POCA List, National Assembly of Wales List, DWCL Scotland, DWC (NI) List, Department of Education (NI) or, as these lists are phased out from October 2009, the ISA Adults’ Barred list and ISA Children’s Barred list.
* being subject to a Disqualification Order
* under Disqualification from Caring for Children and Day Care Childminding Disqualification legislation

### Returning the form

* Do NOT send a CV as this may invalidate your application.
* Please keep a copy of the form. The interview may include questions about information given.
* Please return your completed application form by the closing date. If it arrives late, we are unlikely to be able to consider you.

### Health & wellbeing

If you have a disability or health issue that requires reasonable adjustments at the selection interview, or that needs to be taken into account when considering your application, please let us know.

# LOGOApplication form – confidential

The information supplied on this application form will be used to evaluate your suitability for employment with the Society of St Vincent de Paul. Please read the guidance notes before completing the forms.

**Applicant number:**       *(for office use only)*

**Position applied for:**

### Personal Information

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name:  |       | Title: (Please specify Mr/Ms, etc.)  |       |
| First Name(s):  |       | National Insurance Number:  |       |
| Previous Surname(s) (if applicable): |       | Do you have a current work permit to work in the UK? | [ ]  Yes [ ]  No |
| Postal address for correspondence:  |       | Daytime telephone number:  |       |
| Evening telephone number:  |       |
| Mobile telephone number:  |       |
| Email:        |  |

Please answer the following question only if the job/person profile states that the post you are applying for is an essential car user post:

|  |  |  |  |
| --- | --- | --- | --- |
| Do you hold a current full driving licence? | [ ]  Yes | [ ]  No | [ ]  Not applicable for this role |
| If yes is it a clean driving licence?  | [ ]  Yes | [ ]  No | If no please give details       |
| Do you have access to a car? | [ ]  Yes | [ ]  No |  |
| **Qualifications and training** |
| **Dates****(From/To)** | **Qualifications level, e.g. GCSE (college, university, etc.)**  | **Subject** | **Grade Obtained** |
|       |       |       |       |
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| Membership of Professional Bodies *(if applicable for the role applied for)* |
| Name:  |       | Membership/Status: |       |
| Renewal Date:  |       | Number:  |       |

### Employment experience OVER THE PAST 15 YEARS

Please give details of your present or most recent employment/voluntary work first and work backwards. Include all periods of unemployment, travel etc. in the space provided so there are no gaps in the record. (If you have additional previous employment, please give details on a separate sheet using the same format)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date from/to****(month/year)** | **Employer’s name and address and nature of business** | **Job titles and brief description of duties** | **Current salary or final salary (for last post only) & reason for leaving** |
|       |       |       |       |
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### Relevant experience

Please use this page to summarise the information you have included on the shortlisting grid, expanding on the information you feel best evidences your ability to meet the job profile and essential criteria. Remember that this information will not be seen until *after* the initial shortlisting has taken place. You may use up to ONE additional page, if necessary.

**References** *(please refer to guidance notes before completing)*

Please ensure that you give a minimum of two references which cover **at least the last 5 years of** **your employment**. The **first** of your references **must** be your **present employer and your relevant line manager**. If you are unemployed, this should be your last employer, or if this is your first job, your head-teacher or college tutor. Please note that the Society of St Vincent de Paul reserves the right to take up references in respect of **any** previous employment paid or unpaid, without further notification to you.\* You may also provide the name of a personal referee *as well as* your employment references if you wish.

|  |  |
| --- | --- |
| **Current Employer** | **Previous Employer** |
| Name:  |       | Name:  |       |
| Job Title:  |       | Job Title:  |       |
| Organisation/Address (in full)       | Organisation/Address (in full)       |
| Tel No:  |       | Tel No:  |       |
| Email:  |       | Email: |       |
| Fax No:  |       | Fax No:  |       |
| In what capacity do you know them?       | In what capacity do you know them?       |
|  |  |
| **Current Employer** | **Previous Employer** |
| Name:  |       | Name:  |       |
| Job Title:  |       | Job Title:  |       |
| Organisation/Address (in full)       | Organisation/Address (in full)       |
| Tel No:  |       | Tel No:  |       |
| Email:  |       | Email: |       |
| Fax No:  |       | Fax No:  |       |
| In what capacity do you know them?       | In what capacity do you know them?       |
| Can we contact your current employer *prior* to any conditional offer of employment? | [ ]  Yes | [ ]  No |
| \* For all posts, we may ask your referees for comments on your suitability for the post and for employment referees request details on attendance, sickness levels and salary. |
| **Notice Period:** If appointed how soon could you join us? |       |

**Criminal records, disqualification & declaration**

**Retail applicants should complete sections A, C and D below**

Section A – **All applicants**

Are you subject to any current outstanding disciplinary action or legal proceedings? [ ]  Yes [ ]  No

If yes, please give details here:

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Section B **– General posts**

**Criminal Convictions**

Have you ever been convicted of a criminal offence (‘unspent’ only)? [ ]  Yes [ ]  No

*If yes, give details on the page marked ‘criminal record / disqualification / other’ in this application form.*

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Section C **– Posts working with children or vulnerable adults (includes all Special Works and Retail posts)**

**Criminal Record**

Have you ever been convicted of a criminal offence or cautioned, reprimanded

or given a final warning by the police (‘spent’ or ‘unspent’)? [ ]  Yes [ ] No

*If yes, give details on the page marked ‘criminal record / disqualification / other’ in this application form.*

**Regulatory body sanctions**

Are you subject to any sanctions imposed by a regulatory body.

e.g. GSCC, NISCC, SCCC, CCW, GTC, ISA? [ ]  Yes [ ] No

*If yes, give details on the page marked ‘criminal record / disqualification / other’ in this application form.*

**Disqualification from working with children or vulnerable adults**

Are you disqualified from working with children or vulnerable adults? [ ]  Yes [ ] No

*If yes, please give details on the page marked ‘criminal record / disqualification / other’ in this application form.*

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Section D **- Enhanced Disclosure only (This requirement will be indicated, if essential, in the advertisement for the vacancy).**

Are you aware of any police enquiries undertaken following allegations made

against you that may have a bearing on your suitability for the post? [ ]  Yes [ ] No

*If yes, give details on the page marked ‘criminal record / disqualification / other’ in this application form.*

**Declaration - to be completed by ALL applicants**

I confirm that the information I have given is correct and complete and that any false statements or omissions may render me liable to dismissal without notice or in some instances, referral to the police.

I understand and agree that data contained in the application form will be used and processed for recruitment purposes. I understand and agree that, should I become an employee, the information will also be used for employment related purposes. I agree to the Society of St Vincent de Paul holding and processing this information in accordance The Data Protection Act 1998.

Signed       Dated

**Criminal records / disqualification / other**

**ONLY applicants with details to disclose should fill in this form, seal it in a separate envelope**

 **and mark it ‘criminal records / other form’ and write the post applied for (e.g. general Assistant or Night Porter)**

Name of applicant:

Please give details below: