

# Guidance Notes on Completing The Application Form

**Important – Please Read Carefully**

## **Guidance Notes on Completing the Application Form**

You are advised to read the following notes carefully, as the decision to shortlist you for interview will be based solely on the information you provide in the Application Form.

### **Safeguarding Statement**

Turning Lives Around (TLA) is fully committed to safeguarding and promoting the wellbeing of all children, young people and adults. TLA will take all reasonable steps to promote safe practice and protect children, young people and adults from harm, abuse and exploitation.

### **Examine the job pack**

All Job Information Packs for the posts with TLA contain:

- Relevant Job Description and Employee Specification
- Application Form
- Equal Opportunities Monitoring Form
- Guidance notes on completing the Application Form

### **Equal Opportunities**

Turning Lives Around TLA is committed to treating our staff fairly. We ensure that we do not discriminate against people because of age, ethnic or national origin, nationality, race, religious belief, gender, marital status, sexuality, responsibility for dependents, impairment, trade union or political activity, and any other disadvantaged group.

### **Disabled Applicants**

A disability or health problem does not preclude prospective applicants from consideration for a job and applications are encouraged from disabled people. Disabled applicants who meet the essential criteria of a vacant post are guaranteed an interview. If you are successful in gaining an interview for a post you are asked to inform us of any arrangements, which may need to be made in order for you to attend an interview.

### **Canvassing**

You must not canvass existing staff members of TLA in relation to your application. This means you must not seek the support of existing staff members when completing your application form or attempt to ask them to influence the decision – if you do, you will be disqualified

## **Criminal Convictions**

Under the terms of the Rehabilitation of Offenders Act 1974, all of TLA's jobs are classed as those for which applicants must declare all criminal convictions/cautions regardless of whether or not they are spent.

## **Presentation**

- Use a **black pen** or type your Application Form so it can be photocopied;
- Do **not** attach more than **one** additional sheet to the Application Form. More than one additional sheet will be discarded at the short-listing stage;
- Check spelling and ensure you have answered every question;
- Remember to sign the Application Form to declare that the information you have provided is accurate;
- Keep a copy of the Application Form for reference;
- Make sure that you send the form to the correct address;
- Make sure your Application Form arrives before the closing date, as TLA does not accept late applications.

## **Completing the Application Form**

### **General**

Make sure that you read the Application Form fully before you write anything. Write out your Application Form in rough first to help you organise your thoughts. Ensure the information you provide is accurate. Applicants who conceal or misrepresent relevant information at any stage during the recruitment process are liable for disqualification.

### **Employment Experience**

Complete this section as fully as possible giving exact dates. When you cannot remember specific dates, provide as good an indication of the time involved as possible.

### **Qualifications**

Where specific qualifications are required for the position, this will be included in the Job Description and Employee Specification. You should complete this section giving details of relevant examination results and grades. If your application is successful, you will be required to provide verification of these qualifications at interview.

## **Information In Support of Application**

- Please read the Job Description and Employee Specification carefully, so you understand what the position involves.
- Ask yourself why you are interested in the position, for example would it be a promotion or alternatively a good career move sideways to broaden your experience?
- Do not simply repeat your career history. Pick out the competencies required by the Job Description and Employee Specification and provide evidence that you possess them on the Application Form.

- Applicants declaring a disability may submit more than two additional sheets, and, therefore, provide additional information in order that consideration may be given to reasonable adjustments.
- Please note that applicants will only be short listed if they demonstrate that they meet the essential requirements of the employee specification that can be assessed from the application form. Please ensure that you address all areas of the employee specification.
- You must therefore give evidence, which shows how you meet the specification. If the specification states “able to use initiative and work unsupervised” it will not be sufficient to say “I can work unsupervised and show initiative” you must quote examples of your work/life which demonstrate these attributes.
- Mention any relevant experience you have acquired outside work, such as community voluntary or leisure interests.
- TLA welcomes applications from people with “Lived Experience” if this applies to you, please make sure you tell us about how this will help you to undertake the role. Please feel free to let us know of any ongoing support you may need. Please be assured that any ongoing support needs will not preclude your application from consideration. We are really interested in how you have overcome or learnt from the issues you may have had in the past.
- Above all, gear your application to this specific job.

**Employee Information** The following is some useful information, which should answer a few questions you may have about working with TLA.

#### Annual Leave

- The annual leave period runs from 1 April to 31 March. Upon joining the leave entitlement is 25 days plus statutory public holidays.
- Leave rises to 30 days upon completion of 2 years' service.
- Part time workers receive a pro rata entitlement.

#### Pay

- You will be paid monthly by direct debit into your Bank or Building Society account on 15th of each month
- When 15th falls on a Saturday or Sunday you will be paid on the preceeding Friday

#### Pension

- All employees are entitled to join the Turning Lives Around Auto Enrolment Pension Scheme
- The scheme is run on our behalf by Aviva

#### Employee Assistance Programme

- As a Mindful Employee TLA offers a free confidential information and counselling service to all its colleagues and their families

#### Probationary Period

- All colleagues undertake a 6-month probationary period of employment. Successful completion of this results in the colleague being confirmed in **post**

#### Bodyline Membership

- TLA has a corporate membership of LCC's Bodyline gym, swimming pools and fitness classes, which gives a 20% reduction in memberships.

#### Free Eye Tests

- All colleagues can receive a voucher for a free eye test at Specsavers
- Any colleague who chooses not to go to Specsavers can claim an amount through expenses equivalent to the cost of the Specsavers voucher

### Relatives of Members or Officers

- Candidates for any appointment with TLA must disclose any relationship with a TLA staff member. Candidates who fail to do so shall be disqualified from appointment. Recruitment and Panel members are also required to disclose any relationship known to exist with a candidate for an appointment.

### DBS Checks

- All employees will be required to have a satisfactory Enhanced DBS check undertaken prior to being confirmed in post.

### References

- Two references will be requested for the preferred candidate following interview. One should be from your current/most recent employer. TLA reserves the right to undertake further checks on references regarding information provided at interview.

### Data Protection

- We are required under the General Data Protection Regulation 2018, to inform you that details of your name, address and the post applied for will be held on computer to facilitate the recruitment process and that information you provide on the Equal Opportunities page will also be held to monitor the effectiveness of our policies.

### Rehabilitation of Offenders Act 1974

- Under the above Act, candidates for positions within Social Care are required to give details of any convictions not just "unspent" convictions

### Protection of Children Act 1989 and 2004 and the Criminal Justice and Court Services Act 2000

- It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or include on lists of people considered unsuitable for such work held by the Department of Education and Employment and the Department of Health. It is also an offence for people convicted of such offences to apply to work with young people

### GDPR

- Information from this application may be processed for purposes registered by TLA under The Data Protection Act 1998
- All unsuccessful applications are stored for 6 months before being destroyed
- Information relating to Equal Opportunities is removed from the application form before being passed to Managers for shortlisting along with information contained on page 1 of the form

## RECRUITMENT AND SELECTION APPEAL PROCEDURE

Turning Lives Around aims to ensure that its recruitment and selection procedures are both fair and transparent.

If you feel that your application has been discriminated against, or that the selection procedure has been unfair or biased against either your application form or your performance at interview, you have the right to complain.

Please state the nature of your complaint below. Turning Lives Around will aim to respond to your complaint within 5 working days of receipt.

<b>Name:</b>		<b>Post applied for:</b>	
<b>Address:</b>			
<b>Grounds of complaint</b>			
<b>Signature:</b>		<b>Date:</b>	