Guidance for Completion of the Application Form

The following details provide you with information and guidance on applying for a job with Age UK Stockport or associated companies and should be read alongside the application form.

Please complete the top box on the Application form in full, including the full vacancy details as referred to in the job advertisement. Please note the general guidance points. In particular please ensure that you complete ALL sections of the application form and note that a CV is in addition.

An electronic copy is available from HR@ageuktockport.org.uk

A. Personal Information

Please enter all your personal details fully and clearly so that we can contact you about your application. Please ensure the section on evidence of eligibility to work in the UK is completed.

B. & C. Present or Last Employment & Work History

This section must be your current or last employer. Please complete all sections, including current or last salary and notice period required; give details of your previous work history (paid or unpaid) beginning with the most recent post. [Please note that if you are applying to work in regulated care we require details of your previous 15 years work history (including voluntary or unpaid work). Please supply any reasons for 'gaps' in the 15 year work history.]

D. & E. Other Interests - Education & Training

Please give details of any public duties and tell us about your interests and hobbies. This can include voluntary work not mentioned elsewhere.

Please give details of secondary and further education and list any qualifications and grades, and the date obtained, as set out in the different sections of the form to enable us to assess your general level of education. The additional sections enable you to tell us about training or qualifications with professional bodies and also other training courses that you feel are relevant to the post.

F. Interview Arrangements

This section is an opportunity to advise whether you require any support or reasonable adjustments should you be selected for interview. If you require any assistance or special arrangements during the recruitment process please add details so we can support your needs, if necessary include a separate note or letter with your application.

G. Supporting Statement

The recruitment panel will need to gain enough evidence from your submission about how you might meet the requirements of the job specification and particularly the person specification for the post, to be able to shortlist you. You can mention any skills or experiences gained through work, school, college, at home, in voluntary work, on work experience or through hobbies. However please ensure that information you supply is relevant to the post you are applying for.

You can either complete this section or submit a statement in support of your application. If it is handwritten please ensure it is written clearly. If it is attached please clearly mark it as Section G and indicate there is an attachment in the section on the application form.

It is also acceptable to continue on a separate sheet if more space is necessary, and again this should be clearly marked and indicated on the form.

H. DBS and Rehabilitation of Offenders Act

Please read and note this section of the application form and ensure you answer the question and follow the guidance if necessary.

Re Exceptions Order 1975 (2013) further guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service website.

A Disclosure & Barring Service Check is a document containing information held by the police and government departments, and it is used to make safer recruitment decisions and to ensure legal compliance with regard to the protection of vulnerable adults. A Positive Disclosure of Offences will not necessarily be a bar to appointment and suitable applicants will not be refused employment because of offences that are not relevant.

All information should be sent in a sealed envelope marked Confidential Disclosure for the attention of the Chief Executive.

References

Please give the names and addresses of two people who can provide a professional reference that can be checked and verified. Do not include friends or relatives (unless your current/previous employer is a relative). Please ensure you tell your referees you have given their name and details so we can get a timely response.

If you are at present employed, give details of your present employer. If not currently employed give details of your last employer. This is required in all cases. Please also note if you are applying to work in regulated care your second reference must also be a work reference.

If you do not wish your current employer to be contacted at this stage please ensure you indicate this and give a third referee to be contacted in the interim.

Declaration

Please use a supplementary sheet attached to the application to provide any further relevant information or to expand on any issues noted in the course of the form. It is important that you read the declaration carefully and sign and date it.

Returning your application form

Completed application forms must be returned by the advertised closing time and date, marked 'Recruitment & Confidential'. Please email to HR@ageukstockport.org.uk or send or deliver marked for the attention of the HR Manager, Age UK Stockport.at the Commonweal address on the form.

- Please ensure you also complete and return the Equal Opportunities Monitoring Form which is treated as strictly confidential and which is NOT seen by the short listing panel.
- Please do not send this guidance sheet back with the completed application form.
- You may find it useful to keep a copy of your submission as you may want to refer to it if you are invited for interview.
- Please note that your application will only be acknowledged if you include a stamped addressed envelope.

Only short listed candidates will be notified of the outcome of their applications; if you have not heard within four weeks of the closing date you should assume that your application has been unsuccessful on this occasion.

Margaret Brade, Chief Executive, Age UK Stockport.