

Guidelines on the Application Form

Thank you for your interest in applying for a job with Age UK Bristol

We have put the following notes together to help you understand how our processes work and how to fill in your application form as effectively as possible. You are advised to read them before you start.

CVs will not be accepted. All relevant information should be provided on the application form, although you may attach additional sheets if there is insufficient space on the relevant sections of the form. Selection will be made from this information only.

Making your Application

Understanding the job

- Information about the job can be found in the documentation.
- The job advertisement gives brief details about the job.
- The job description gives the duties and accountabilities in more detail.
- The criteria on the employee specification show the knowledge, skills and experience you will require to do the job.

All this information should give you a clearer idea of what the job is about and you can then decide whether you want to submit an application.

The application form

How you complete the application form is very important, because short-listing from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to interview.

All applications, both from internal and external candidates, are considered against the criteria contained in the employee specification.

Applicants must meet **all the essential criteria** contained in the employee specification to be considered for interview for the job in question.

If there are a large number of applicants, the desirable and advantageous criteria will also be considered, so it is extremely important that you indicate how you meet all the essential criteria and as many of the other criteria as possible, so we have a full picture of your skills, experience and abilities.

Please explain any gaps in your employment history.

Please send the completed application form to the address shown in the accompanying letter.

Convictions and Disclosure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences as they are deemed to be “spent”. However, for some jobs employers are allowed to ask about these offences.

As this post requires you to work with vulnerable adults, Age UK Bristol require a check on previous convictions (including those deemed to be spent), plus details of any cautions, reprimands or warnings.

Age UK Bristol will follow the Criminal Records Bureau Code of Practice concerning the use of information gained from the Disclosure Service, which ensures that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

Equality of Opportunity

Age UK Bristol is an equal opportunities employer and particularly welcomes applications from groups currently under-represented in the workforce. It is essential that we monitor the effectiveness of our policy and to help us do this we appreciate your co-operation in completing all sections of the personal details form/ This information will not be used when short-listing, and all information will be treated in the strictest confidence.

Age UK Bristol is committed to making reasonable adjustments to make interviews and jobs more accessible to Disabled People.

Equality of information

All applicants will receive the same information about the job.

References

If you are in paid employment, your current employer should be named as someone we can approach for a reference. References will be taken up if you are offered the post. No appointment will be made without satisfactory references being received.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative.

You should ask permission from your proposed referees prior to naming them.

Right to work

All employers must ensure that they only employ people who have a right to work in this country. Successful applicants not currently employed by Age UK Bristol will have to produce either a P45 from their last employer, a document from the Benefits Agency or Employment Services or any other appropriate official documents before their first day of employment.

Late applications

The completed application form must reach us by the stated closing date. Late applications may not be considered unless there are exceptional circumstances.

Data protection

Application forms and recruitment files are confidential documents and will normally be seen only by those who need to see them in order to recruit and select.

Information about how an applicant's data is used and the basis for processing his or her data is provided in the organisation's Privacy Notice for Job Applicant.

Complaints procedure

If you feel you have not been treated fairly you can write to the Chief Executive, Age UK Bristol, who will investigate your complaint in accordance with the employee or customer complaints procedure (copies available). We will provide a written reply and if something has gone wrong we will say so and try to put it right. Such complaints should normally be made within three months of the incident arising.

Please note that complaints can only be raised about the application of the recruitment and selection policy, not about the appointment decision.