



## AGE UK HILLINGDON, HARROW & BRENT

### GUIDANCE NOTES FOR APPLICANTS

# PLEASE READ THIS FIRST BEFORE STARTING YOUR APPLICATION

In your application pack you should receive the following items: -

1. These Guidance Notes
2. Application Form
3. Job description and Person Specification outlining the main duties of the post and the context of the job. This also tells you what experience, skills and knowledge you will need to do the job
4. Recruitment Monitoring Form
5. Safeguarding Statement

### **MAKING THE MOST OF YOUR APPLICATION**

*Thank you for considering Age UK Hillingdon, Harrow & Brent as a prospective employer.*

Our Equal Opportunities Policy aims to ensure that every applicant is treated fairly. Your application is the only information on which we decide whether or not you will be short listed for an interview. It will be used as a basis for the interview itself. The content of your application is therefore very important and the following advice is designed to help you complete it as effectively as possible. We will ask you to fill in the **equal opportunities monitoring form** so that we can see whether we are reaching all sections of the community and to check that our recruitment processes operate fairly.

### **BEFORE COMPLETING AN APPLICATION**

**Read the Person Specification and Job Description** and think carefully about your application. Consider to what extent you have the experience, skills and knowledge necessary for the post.

Complete the application form using black ink or on a PC.

Age UK Hillingdon, Harrow & Brent is committed to safeguarding the people we work with. The enclosed Job Description will indicate if this vacancy is subject to a DBS check.

Please ensure you put your National Insurance Number on the Application Form. Please note we do not accept CV unless stated.

Age UK Hillingdon, Harrow & Brent will not acknowledge receipt of your application.

### **COMPLETING THE APPLICATION FORM**

- Make sure you have written the name of the post you are applying for
- To avoid mistakes and repetition we suggest that you prepare and organise the presentation of your information before you complete the form
- **Address each point in the person specification** and ensure your responses relate directly to it. This is very important as we use this to short list candidates. Use different examples of relevant skills and experience to demonstrate how you meet the different parts of the person specification. This can include skills learned outside the work environment. Write in a clear, concise and positive way about what you have done, using words such as “I planned...” Or “I organised...” or “I co-ordinated...”
- You may use additional sheets if you need to. You must write your name and the post applied for at the top of each additional sheet.
- You may find it useful to keep a copy of the form in case you are invited for interview.

### **WORKING IN THE UK**

Under the Asylum and Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We always need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office

### **APPLICANTS WITH DISABILITIES**

- Applicants with a disability may request the application form in larger print or as a Word Document.
- If you have a disability (as defined by the Disability Discrimination Act) you will be invited for interview if you meet the essential criteria in the person specification
- If you are invited to interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

### **Data Protection Act 1998**

As part of our ongoing commitment to upholding the principles of the Data Protection Act, information provided by you in this application form will be kept for purposes of monitoring. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, relevant information will be taken from this form and used as part of your Personnel record.

**Please return your completed application form to the address shown on the covering letter marking the envelope private and confidential.**

## **OUR RECRUITMENT AND SELECTION PROCESS**

### **Shortlisting**

After the closing date, all application forms are read to see how each person's skills and experience relate to the post being applied for. Applications who meet these requirements more closely are invited for an interview. The statement provided by the application describing how they meet the person specification of the post holds central importance in this process. As a charity, we do not pay travel expenses for people invited to interview.

### **Interviews**

The interview panel is normally made up of two or three people. You will be asked questions based on the information you have given us in your application form or at the interview itself. The questions are intended to allow you to expand on your application form and to show the panel how well you meet the requirements of the job. For some jobs there may also be numerical/written/practical tests or a presentation in addition to the formal interview. If this is the case we will notify you in advance of the interview.

You will have the opportunity at the interview to ask questions about the job, conditions of service or anything else you need to know about Age UK Hillingdon, Harrow & Brent.

The panel will keep a record of their assessment of each candidate so that the reasons for their decisions are clear, consistent and justifiable.

Thank you for your interest in Age UK Hillingdon, Harrow & Brent and we look forward to receiving your completed application form.