

## GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

Age UK Milton Keynes aims to give all applicants the best opportunity to be successful when applying for employment. **Please read these notes carefully.** The application form plays an important part in our selection process and has been designed to provide relevant information to those involved in the recruitment process.

The numbered paragraphs on this document refers to the headings within the Application form for Employment.

- 1. Clearly state the post you are applying for** and how you learnt about the vacancy. This will help us to process your application and monitor the effectiveness of our recruitment process. Insert your National Insurance Number in the box provided.
- 2. Personal Details:** Enter your personal details fully and clearly so we may contact you about your application. Include your Postcode.
- 3. Employment History:** Enter the details of your current or most recent post, with a brief description of your current duties together with your rate of pay and notice required of your present employer. If you have been unemployed for a long time please enter the details relating to your last job. Please then include any previous employment you have had.
- 4. Education:** Give full details of all educational, vocational and professional qualifications with attainment level.
- 5. Practical Training/ Personal Development:** Please indicate any courses you have attended, unpaid work or voluntary work you have undertaken and any public services or duties you consider relevant, together with outcomes where applicable. This could be a formal course you have attended, any forms of mentoring, coaching or membership of associations or professional groups. Think carefully about how you have developed your skills throughout your career or your personal life and note anything you feel relevant to the job under consideration.
- 6. Asylum & Immigration Act 1996:** under this Act we can only offer you a job if you have the right to live and work in the United Kingdom. Please complete accordingly.
- 7. Additional Information in support of your application:** This is an opportunity to draw attention to aspects of your career, interests, skills or ambitions, which make you suitable for this job. If you have little or no work experience or have not worked for a long time, think of how you can transfer skills used at school, college or at home, such as planning a project, course work, organising events, household budgeting or IT skills.
- 8. Why do you want this job?** State why you are interested in applying for this post and make particular reference to the Job Description and Person Specification. This is an opportunity to sell yourself – to let us know why we should choose you for this post. Please **do not** attach your curriculum vitae. We require a full application form from all applicants.
- 9. References:** Satisfactory references are required before an appointment can be confirmed and we would expect these to be received within one month of your start date. One referee should be your present or most recent employer, the other may be someone who knows you well enough to comment on your ability to do the job. Any person related to you does not qualify as a suitable referee. We reserve the right to ask you for further references.
- 10. Driving:** Complete this section only if driving is a necessary part of the job you are applying for. Please refer to the Job Description for details of the duties involved and whether a car of your own is a requirement of the job. Include details of any endorsements on your licence should driving be a necessary part of the job.
- 11. Disclosure & Barring Service:** Please note that a Disclosure & Barring Service application will be requested in the event of a successful application for most roles

within Age UK Milton Keynes, specifically those working with vulnerable older people, the handling of money or other Age UK Milton Keynes assets. A criminal record may not however be a bar in obtaining a position within Age UK Milton Keynes. Please see Age UK Milton Keynes' code of practice for the recruitment of an offender at the end this document.

12. **Equalities Act 2010:** this Act protects people with disabilities from unlawful discrimination. Please supply us with any information that will help us with your application.
13. **Signature:** The information you have entered should be to the best of your knowledge true and complete. By signing this form you are indicating that you understand that your application will be disqualified, or if already appointed, disciplinary action considered, if you have knowingly given false evidence or withheld information relevant to the job in question.

**Equality and Diversity Monitoring:** All stages of the recruitment process are monitored to check that discrimination of any kind is not taking place. To help us to ensure this we request that all

applicants provide the information requested on the Equal Opportunities Monitoring Form. This information is used solely for monitoring purposes and is not available to those short listing or interviewing for posts within Age UK Milton Keynes. The full Equal Opportunities Statement and Policy for Age UK Milton Keynes can be viewed on our website: [www.ageukmiltonkeynes.org.uk](http://www.ageukmiltonkeynes.org.uk)

**Returning the completed form:**

Your completed form should be returned to the address on the top of the form, to arrive no later than 4pm on the stated closing date. If you have not heard from us within **two weeks** of the closing date, please assume that on this occasion your application has not been successful. This should not, however, prevent you from applying for any future posts we advertise.

Information provided by you on this form and the Equal Opportunities Monitoring form will be held both manually and on a computer system. We normally keep application forms from unsuccessful applicants securely for a period of 12 months, to consider against any future similar vacancies, after which they are shredded. All information held is subject to the requirements of the Data Protection Act 1998.

### **Employment of Ex-Offenders and Rehabilitation of Offenders Act**

Age UK Milton Keynes is of the opinion that all posts are exempt from the Rehabilitation of Offenders Act when an employee's work brings them into contact with vulnerable people and that applicants are required to declare **all relevant** past criminal convictions. Age UK Milton Keynes recognises that it has a duty to vulnerable older people to take account of offences that may have a direct bearing on a candidate's suitability for the post. Age UK Milton Keynes requires candidates to give details of spent convictions that fall within the following relevant categories.

- a) Offences of a sexual nature;
- b) Offences involving minors under the age of 18;
- c) Drug trafficking;
- d) Theft, burglary, fraud or similar offences.
- e) Offences, which involved the use or threat of violence.

All information supplied by candidates will be treated in strict confidence. Where a short listed candidate has a conviction, which falls within one of the above categories, we reserve the right to make further enquiries before reaching a decision on the application.

All candidates will be entitled to expect confidentiality for information supplied, at the time of the application, about past convictions, and any unauthorised disclosure of this information or related discrimination will be treated as a very serious matter by Age UK Milton Keynes Management.

If you have been convicted of a criminal offence, please enclose details in a sealed envelope, with a stamped self-addressed envelope. This will be returned to you unopened in the event that you are not short listed for the post.

**A criminal record will not necessarily be a bar to obtaining a position within Age UK Milton Keynes**