

Requirements for Completing

Applications

PURPOSE

These guidance notes are designed to:

* Provide guidance to job applicants on the completion of the application form and preparing for the interview.
* Advise job applicants about Age UK Notts policies in relation to the recruitment of staff.

# COMPLETING YOUR APPLICATION

The Application pack contains a number of documents; these include the Job description and person specification of the role applied for, the Application form, policy statements on the Recruitment of Ex-offenders and on Equality & Diversity, an Equal Opportunities Recruitment monitoring form and information about Age UK Nottingham & Nottinghamshire (Age UK Notts).

Please ensure that you read all of the documents enclosed in the pack carefully, and thoroughly, in order to get the best out of your application. If you have any questions about any of the information supplied, please contact the Human Resources department at recruitment@ageuknotts.org.uk or on 0115 8599265.

**Equal Opportunities Form**

Before completing the Equal Opportunities Recruitment monitoring form, please read the Age UK Notts Equality and Diversity policy enclosed in the pack. The policy explains why we wish to gather such information, and how the information gathered is used.

You are under no obligation to complete this form if you do not feel comfortable in doing so. If you are happy to provide the information requested in the form, please complete and enclose with the rest of your application.

**Application Form**

*PLEASE NOTE:* Candidates must complete all sections of the application form; a curriculum vitae (CV) will not be accepted as a substitute and will be discarded.

* If you have applied for more than one job; fill in a different application form for each position as the person specification will be different.
* Read the advertisement, the job description and the person specification thoroughly. This information will tell you what skills, experience, knowledge, qualifications and personal attributes are necessary to do the job. You need to demonstrate on your application form that you possess these essential requirements.
* It is a good idea to make a rough draft first; always check what you have done, making sure that you have covered all the necessary points. Take a photocopy if possible.

The application form is divided into the following sections and must include the following information:

**Front page:** Please fill in all four boxes – ‘Post applied for’, where you saw post advertised, ‘Contact Details’ and ‘Previous Staff & Volunteers’.

 *Post Advertised* – Please state clearly where you first saw the position advertised. If this was online, please state specifically which website you saw the advert on.

*Contact Details* **-** Please enter fully and clearly your name, address, post code and telephone numbers in order that we may contact you if necessary. If hand-writing the form, please fill this section **only** out in **block capitals.**

*Disability Confident application* –. By marking “yes” indicates that you have a disability or a long-term health condition, which ensures you will be guaranteed an interview if you meet the essential criteria on the person specification. Please note that if you do not fully complete the Experience and Skills section on page 5 (see guidance below), we may not have sufficient information to ascertain whether the minimum essential criteria for the role have been met.

**Page 2:** *Education & Training -*Give details of all educational and vocational qualifications held or currently being studied for. Please give dates. If a qualification has been asked for, list this qualification first giving dates, grades and levels. Please use a separate sheet if necessary.

*Other Relevant Training Courses -* Give details of any other work related training that has been provided for you in the past e.g. software training courses, first aid, health and safety etc.

**Page 3:** *Details of Current/Last Employer -* State clearly your present or most recent employer’s name and address and the dates when you have been employed by them (alternatively you may give information of unpaid work, e.g. voluntary or placement work, etc if you have not been working).

*Give a brief description of current duties and responsibilities -* Give only a brief concise outline of your current duties and responsibilities (perhaps by using bullet points) or if you are not currently working the last job you had.

*References -* It is Age UK Notts policy to take references that cover at least a full **5 years** employment history, so please provide referees for all of the positions you have held in the last 5 years. One of these must be the present or most recent employer (or tutor/head teacher if in full time education). If you have had more than two jobs in the last 5 years, please provide further referee details on an extra sheet. Referees should be able to comment on your potential to perform in the job you are applying for; friends and relations are not acceptable referees.

**Page 4:** *Details of Previous Employment -* Enter the names and addresses of all past employers starting with your most recent employment. You can also include any part-time, placement or voluntary work you have carried out.

* Please ensure you do not miss any dates out – if you do, write an explanation as to why. Gaps in employment will be investigated.
* If unpaid, state in which capacity you undertook the work, i.e., voluntary, placement or other, in the section “Job Title”.
* If you have not been previously employed or held any unpaid positions, please write why in this section for example “I was at university”.
* If you find that there is not enough space, please continue on a separate sheet and attach it to this section

**Page 5:** *Experience and Skills -* This page of the form is the most important and it is this section the selection panel will use to assess whether or not to invite you to interview.

The preferred way to complete this section is to list the essential and desirable points on the person specification (section contained within the job description) and explain how you meet each of the criteria. For example: “Point 1 – I meet this criteria by…” Please take every opportunity to answer each point fully, using examples and drawing on work, voluntary and other experiences, skills and knowledge.

**FAILURE TO DO THIS MAY MEAN THAT YOUR APPLICATION MAY NOT BE CONSIDERED.**

You may also provide further details of relevant experience and/or information in support of your application, i.e., any skills, etc., which are transferable to the work environment.

If you require more space, please continue on a separate sheet and if providing a hard copy application, attach it to this section securely.

Page 6: *Outstanding Disciplinary/Legal Proceedings -* Please provide relevant information if applicable*.*

*Equality Act 2010 -*In accordance with its Equality & Diversity Policy and the requirements of this Act, Age UK Notts will make all reasonable adjustments both during the recruitment and selection process and following appointment. In submitting your application, please indicate any specific requirements that we can assist with in this regard.

*Other Information -* Please provide relevant information if applicable.

*Full UK Driving license –* Select ‘Yes’ if you have a full UK driving license or are legally entitled to drive on a non-UK license, i.e. where someone does not have a UK driving licence, but are resident in the UK & come from a designated county\*, meaning they are entitled to drive for 12 months from their date of residency (\*see [www.gov.uk/driving-nongb-licence](http://www.gov.uk/driving-nongb-licence) for more details)

*Criminal Convictions -* Please provide relevant information if applicable*.* Please be advised that we carry out criminal records checks for some positions. If you have a criminal record please let us know at this stage as if we find out something later on this may lead to termination of a job offer or contract. Please also note that having a criminal record does not necessarily mean that you will not be considered. Please read the enclosed statement of policy on the recruitment of ex offenders.

**Page 7:** *Immigration, Asylum and Nationality Act 2006* - Under sections 15-20 of this Act it is a criminal offence to employ a person unless they have current, valid permission to work in UK. All new employees are expected to provide documentary evidence of their right to work in the UK, to be copied for their personnel file. If in doubt about what documents may be considered acceptable proof, please contact the Human Resources Department to discuss it further.

*Signature and Date -* Take this opportunity to read through your application form and check that you have provided all the information required. If you are happy with the completed form please sign and date it; if completing the form electronically, typing your name in the signature space is taken as consent. **We cannot accept undated or unsigned applications**.

**ON COMPLETION OF YOUR APPLICATION**

Once complete, please send your finished application form, Equal Opportunities form and any other enclosures to:

Human Resources Department

Age UK Nottingham & Nottinghamshire

The Lifestyle Centre

16-18, Bridgeway Centre

Nottingham

NG2 2JD

Or if completing the form electronically, email to: recruitment@ageuknotts.org.uk

Regretfully, due to limited resources, receipt of postal applications will not be acknowledged unless it is accompanied by a stamped envelope. If you require acknowledgement of an application sent via email, please state this on your email message.

If you have not been invited for an interview within three weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

Please also note that we will retain your details on file for 6 months and will contact you (if appropriate, and if you are happy for us to do so), should any similar vacancies arise in the near future. If you do not wish for your details to be retained in this way, you can contact us (via recruitment@ageuknotts.org.uk or 0115 8599265) at anytime and your application will be removed from our records.