

## Guidance Notes for Candidates

**Please read this information before you complete the application form.**

### MAKING AN APPLICATION

Thank you for expressing interest in this vacancy. In this information pack you will find an application form, job description and person specification.

- You must complete the **application form** to apply for this vacancy. You may send in a CV to support your application but you must still complete the application form in full. **Proper completion of this form is an essential part of the selection process.**
- Each vacancy is based upon a **job description** and **person specification**. The job description lists the key responsibilities of the post. The person specification outlines the skills, knowledge, experience and qualifications etc, which are either essential or desirable. **Remember you will be selected for interview based entirely on the information you provide in your application form.** Read the job description and person specification very carefully so that you know what the job involves, and match your skills, abilities and knowledge to it.
- **The completed application form must show that you meet all the essential criteria.** To make sure we treat all applicants fairly, we do not make assumptions about you, we only look at what you tell us about yourself in the application form.
- Complete all parts of the application form (including the Equal Opportunities Monitoring Form) and ensure that the information that you supply is clear, precise and is aimed at the job you are applying for. Always ensure that any additional sheets are securely attached to your application form.
- Please make sure you return your application form by the closing date. **No applications can be accepted once short listing for the vacancy has begun.**
- Please keep free any interview date given, as it is not normally possible to re-arrange an interview.
- We welcome applications from all sections of the community and are pleased to help meet any requirements arising as part of the recruitment process, for example from disability. If you have a disability you are guaranteed an interview if you meet the **essential** requirements of the job as set out in the person specification.
- Please ensure correct postage is applied to this application. Letters weighing up to 100g, maximum size of 240mm (L) x 165mm (W) x 5 mm (D) will require a first or second class stamp. Letters weighing over 100g maximum size 353mm (L) x 250mm (W) x 25mm (D) will require a **Large** first or **Large** second class stamp. All underpaid items remain at the delivery office.

## Guidance Notes on completing the Application Form

- **Please use Black ink/ball pen to complete the form, as it may be photocopied.**
- **Section titled Additional Information** – When completing this section of the application form please make sure that you describe fully where and how your experience, skills and abilities meet those described in the job description and person specification.
- **Sections titled Rehabilitation of Offenders Act, Asylum and Immigration Act and the Recruitment Monitoring Form** – Guidance on completing these sections and the recruitment monitoring form is provided in this pack.
- **Previous Employment / Education History** – Please ensure **all** gaps in employment / education history are fully explained on your application form. We may wish to verify this information during the recruitment process.
- Certain jobs, typically those involving substantial access to children or vulnerable adults, require disclosure of all criminal convictions or cautions whatever their nature and whenever they occurred. For these jobs there is an independent check before an appointment is confirmed. It is important that you volunteer such information at the outset. Whether a job is of this type will be clear from the further particulars.
- **References** – In certain circumstances it may be necessary for us to contact more than 2 references. This might include contacting previous employers or to verify gaps in employment. In this situation you will be asked to provide contact information to enable us to take up these additional references.
- If you require any additional help or guidelines on completing your application please contact us. You may find it helpful to keep a photocopy of your application and any supporting information.
- **Date of Birth Information** – Individuals employed within Residential establishments must meet the minimum age requirements set out by the Department of Health National Minimum Standard, published under the Care Standards Act 2000. Therefore Age UK Stafford & District will request age related information as part of the application process for positions within Residential establishments **only**. This information will not be used for any other purpose.
- **Proof of Qualification** – You will have to provide proof of relevant qualifications during the selection process.

## Data Protection Act

The Data Protection Act 2018 places responsibilities on us to process personal data that we hold in a fair and proper way. The Act regulates the use of personal data, including any data you supply on this application form.

The information you give us will be kept confidential and will only be used for the purpose of personnel management.

Age UK Stafford & District may contact other organisations (such as the Disclosure and Barring Service, previous employer(s), education establishments, etc) to check the factual information you have given on the application form. The information will be stored securely, both manually and electronically and destroyed after 12 months (maximum) if your application is unsuccessful.

If we offer you a position we will use some of the information you give us on the application form in your contract of employment.

The information you give on the recruitment monitoring form will **only** be used to monitor the application of our equal opportunities policy and the effectiveness of our recruitment and advertising strategies.

### Further Information

#### The Asylum and Immigration Act 2016

We aim to promote equality of opportunity for anyone with the right mix of talent, skills and potential. We only ask that when you complete the section of the application form headed '**Immigration and Asylum Act**' you state if you can provide a National Insurance Number or alternative (see list below) which shows us that you do not need permission to work within the UK.

If we offer you a job you will have to provide us with your National Insurance Number or one of the specified documents listed below.

- A document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or the Northern Ireland equivalents), which states the National Insurance number of the person, names.
- A passport describing the person as a British Citizen or having the right of abode in – or an entitlement to readmission to – the United Kingdom (UK).
- A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the UK certifying that the holder has the right of abode in the UK.
- A certificate of registration or naturalisation as a British Citizen.

- A birth certificate issued in the UK, the Republic of Ireland, the Channel Islands or the Isle of Man.
- A passport or national identity card issued by the State which is party to the European Economic Area Agreement (EU) and which described the holder as a national of that State.
- A passport or other travel document endorsed to show that the person named is exempt from immigration control, has indefinite leave to enter or remain in, the UK or has no time limit on his or her stay; or a letter issued by the Home Office confirming that the person named has such status.
- A passport or other travel document endorsed to show that the person named has current leave to enter or remain in the UK and is not precluded from taking the employment in question, or a letter issued by the Home Office confirming that this is the case.
- A UK residence permit issued to a national of a State that is party to the EU.
- A passport or other travel document endorsed to show that the holder has a current right of residence in the UK as the family member of a named national of a State which is a party to the EU and who is resident in the UK.
- A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that the person named in the letter is a British citizen or has permission to take employment.
- A passport describing the holder as a British Dependant Territories Citizen and which indicates that the status derives from a connection with Gibraltar.

**Any document you provide must be an original and must be brought with you to interview.**

If you need additional help or guidance completing this section of the application form please contact us.

# The Rehabilitation of Offenders Act 1974

## What is the Rehabilitation of Offenders Act?

The Rehabilitation of Offenders Act was introduced to make sure that you are not discriminated against when applying for jobs, if you have been convicted of a criminal offence and you have not re-offended for a period of time since the date of your conviction.

The Act allows certain types of convictions to be treated as “spent” after a certain (variable) period of time. You are no longer legally required to disclose to us convictions that have become “spent”, unless the post you are applying for is exempted. In the case of more serious crimes, such as where the sentence is more than 30 months imprisonment, the conviction can never become “spent” and must always be taken into account.

Exceptions Orders exist to protect vulnerable client groups such as children, young people, and the elderly, sick or disabled. In such cases, we are legally entitled to ask you for details of **all** convictions, even if they are “spent” or “unspent” under the Rehabilitation of Offenders Act.

Cautions, reprimands and final warnings are not criminal convictions and are not covered by the Rehabilitation of Offenders Act. They become “spent” immediately and we may only consider them when appointing to exempted posts.

Having an “unspent” conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). However, as some of our positions meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, **all applicants who are offered employment to one of these posts will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed.** This will include details of cautions, reprimands or final warnings, as well as convictions.

For all other criminal convictions you will only need to disclose any convictions that are **not** ‘spent’. A conviction is regarded as spent if you have served a ‘rehabilitation period’. These periods vary according to the sentence received as follows:-

### **Sentences for which the rehabilitation period varies**

Probation order [ for people convicted prior to 3<sup>rd</sup> Feb 1995 ] conditional discharge, bind over, supervision order, care order.

Until the order expires  
[minimum period of 1 year]

Attendance centre orders

Length of the order plus 1 year

Hospital order

2 years after the order  
Expires [with a minimum of 5  
years from the date of  
conviction]

### **Suspended sentences**

A suspended prison sentence is treated as one that has effect and the rehabilitation period is the same as for full sentences.

### **Consecutive and Concurrent sentences**

An offender may be sentenced at one time for several offences. If the court decides that imprisonment is the right penalty for more than one offence, it can order this to run concurrently or consecutively. If a person is sentenced to two terms of imprisonment of six months each, to run concurrently, the person will be subject to a rehabilitation period of 7 years. If they were ordered to run consecutively, they would be subject to a rehabilitation period of 10 years.

### **Extension of Rehabilitation Periods**

Rehabilitation periods may be extended if a person received further convictions while an original rehabilitation period is still running.

If the second conviction is for a summary offence i.e. an offence that can be tried only in a Magistrates Court, then the first rehabilitation period is not affected and both rehabilitation periods will run their separate course. If however, the second conviction is more serious and could be tried in Crown Court, then neither conviction will become spent until the longer rehabilitation period has expired.

Where the original sentence resulted in a disqualification, prohibiting or other penalty, the rehabilitation period will not be affected if the person is convicted of a further offence.