



## Acorn Fostering Services

### Employment Application Form – Guidance Notes

Thank you for your interest in our Agency. When applying for a position with the Agency, the decision as to whether to invite you for an interview is based on the information contained in your application form. It is therefore important that you provide us with all the information we need, and the following guidance will help you do this. If you have any questions, problems or doubts regarding your application form please ask us. Do not leave any section blank and do not put down any information unless you are sure that it is correct. Please do not leave blank spaces on your form.

#### **Preparation**

Read the Job Description, Person Specification and job advertisement thoroughly as these outline the requirements needed in order for you to do the job. Read through the application form carefully before you begin to write anything. Your application should be well presented and it must be completed in black ink or type.

#### **Curriculum vitae**

You do not need to send a CV unless you have been specifically asked to do so. However, if you wish, you may attach a copy of your CV as supplementary information to your application. Please do not simply write “see CV” on the front page of the application form and leave everything else blank. Also please do not bind your CV as this can make it difficult to photocopy.

#### **Personal details**

Complete personal details in full ensuring National Insurance number and contact telephone numbers are given.

#### **Education and qualifications\***

List your education dates to and from including month and year, starting with the most recent. If you have attended college or university then please give details in this section. Where applicable, please include any professional qualifications you may have.

#### **Qualifications you are currently studying for**

Please list any qualifications you are currently studying for and the date you expect to complete your studies.

#### **Training and development\***

This section is to be used to support your employment application where courses or events you have attended may be of direct relevance to the position to which you are applying. Courses may have formed part of your personal development in previous employment and should be shown to support your application

#### **Registration and membership of any professional or trade organisation**

Where applicable please include your registration details for any professional bodies of which you are or were a member. This information will be verified, so please ensure it is correct.

### **Current employment**

Please detail the dates, name and address of your current employer and give a brief summary of the main duties of your role and reason for leaving.

### **Employment history\***

When completing the employment history, please state month and year from the start of your employment to when it ceased. State the full name, address and postcode of employers, ensuring you cover your complete professional employment history. Information should be given in date order (with the most recent being first). If a previous employer's personnel department was at a different address, please supply this address instead. Please indicate any gaps in employment.

### **Gaps in Education and Employment History**

You must give explanation of gaps in your education and employment history if any. These will be further explored at the interview stage should you be shortlisted.

### **References**

Any contract of employment is subject to satisfactory references. Please ensure that you have informed your referees that they may be contacted for a reference and they are aware of any change of your name. One of your referees must be your present or most recent employer, preferably your line manager, or your course tutor if you are currently a student. Ideally your second referee should be a previous employer wherever possible. Your references should cover a period of 5 years from the date of recruitment. If you have been out of employment for a considerable period of time, you may provide the name of a personal referee who knows you well enough to confirm the information given and to comment on your ability to do the job. Relatives should not be provided as a referee. As part of our Safer Recruitment practices we will contact ask your referees to provide written references prior to the interviews and would appreciate your support to ensure that references are provided in a timely manner.

### **Additional information**

This section is very important – it is where you make your case for your suitability for the job. Look at the skills, knowledge and experience required in the person specification/selection criteria and produce evidence that you possess them by giving specific examples and stating your achievements. Do not forget to mention any relevant skills you may have gained outside paid work. You may also wish to add why you specifically want to work for this Agency.

### **Rehabilitation of Offenders Act (ROA)**

Most posts in the agency, particularly those involving contact with Children and Families, involving training and supervision of staff who work directly with Children and Families are exempt from the Rehabilitation of Offenders Act 1974. If the post you are applying for involves these elements, you are required to declare any convictions or pending prosecutions you may have, even if they would otherwise be regarded as “spent” under the Act. Any information provided will be treated in strict confidence and will only be taken into account in relation to applications where the exemption applies.

The disclosure of criminal records or other information will not automatically debar you from appointment unless the selection panel considers that the conviction renders you unsuitable. In making this decision, the agency will consider the nature of the offence, how long ago it was, at what age you were when it was committed and any other factors which may be relevant. Failure to declare a conviction or pending prosecution may, however, disqualify you from appointment or result in withdrawal of any offer made, dismissal or disciplinary action if the discrepancy comes to light.

For those posts which are not exempt from the ROA 1974 Act, you only need to declare ‘unspent’ convictions. Cautions, etc and pending matters.

Any post which is exempt from the ROA will require a DBS check prior to commencing any employment. For posts involving direct contact with Children and Families, involving training and supervision of staff who work directly with Children and Families this will be enhanced with barred lists checks.

If you would like to discuss, in confidence, the effect on your application of any conviction please contact the recruitment officer dealing with your application.

### **Equality and Diversity**

The Agency seeks to reflect the diversity of the local community in terms of ethnic and cultural background, gender, age and disability. We regularly monitor progress in all aspects of employment. Therefore you are asked to complete and return the diversity monitoring form which is attached to the application form. Upon receipt, it is separated from your application form and is not seen by the selection panel. It is used solely for monitoring purposes and does not form any part of the selection process.

Please note that completion of any part of the diversity monitoring form is entirely voluntary.

In order to meet our requirements under the Equality Act 2010, please complete the appropriate part of the monitoring form if you consider yourself to have a disability. We welcome job applications from people with disabilities. If you consider that you need a particular aid, facility, or any additional assistance from us during the recruitment process, please contact the recruitment officer dealing with your application. We will do everything we can to accommodate any special requirements you may have.

### **Invitation for Interview**

If you are shortlisted and invited for an interview with the agency, you will be required to bring a number of documents to verify your identity, confirm your eligibility to work in the UK and verify your qualification/registration prior to the interview.

### **Offer of Appointment**

Any offer of appointments is made subject to the following pre-employment checks which must be deemed satisfactory by the agency:

- i) Receipt of references verified by telephone
- ii) DBS check (standard, enhanced or enhanced with Barred list check as appropriate)
- iii) Identity and Right to work check in line with the provisions of the Immigration, Asylum and Nationality Act 2006;
- iv) Medical fitness check Declarations

### **Declaration**

Before signing and dating the employment application form, please check that all the information provided is, to the best of your knowledge, true, accurate and complete.