

Guidance on making the most of your application

With this application form you should have received a Job Description (which lists the main duties and tasks of the job), and a Person Specification (which lists the skills and experience you need to do the job).

The information you provide on this application form must show how you meet the requirements listed in the person specification. This will determine whether you are invited for interview.

A curriculum vitae (CV) is not acceptable unless specifically requested but can be attached.

Filling in the application form

- 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 that your responses relate directly to it
- Avoid repeating your career history and 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, the post applied for and the job reference number 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.

Applicants with Disabilities

- Applicants with a disability may request and return the application on tape, large 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 for 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 need(s).

Recruitment Monitoring Form

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes. All applicants are required to complete the Recruitment Monitoring Form.

Important Note

The information that you provide on this application form may be shared within others for the purposes of prevention and detection of fraud. Dependability may also share information externally with other bodies administering public funds for the prevention and detection of fraud.

Application form

Job applied for: Job Title:

Job Ref no: N/A

Closing date for returned form:

Please complete this form, in type or black ink. Please assume you are unsuccessful if you have not heard within 3 weeks of the closing date. If you have a disability, which prevents you from using this form, you may submit your application in another format (ie. cassette) - please contact us for more details.

You are advised that applicants for this job will involve contact with children or vulnerable adults, or may involve handling cash. This post is regarded as a position of trust you will be required to undergo a criminal records disclosure check before appointment.

Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position with Dependability Ltd and each case will be considered on its merits.

Dependability has decided that acknowledgments will not be sent in order to save costs. If you would like to receive an acknowledgement, please supply a stamped addressed envelope.

1. Personal Details

Surname: _____ Title: _____ Forename(s): _____

Home address: _____

_____ Post Code: _____

Home Telephone: _____ Daytime Telephone: _____

(if it may be used)

Mobile Telephone: _____ HPC Number _____

email address: _____

National Insurance Number: _____ Date of Birth: _____

Do you hold a current driving licence? YES NO Type of licence: _____

Please note disabled people are guaranteed an interview if they meet all the essential requirements of the person specification. If you consider yourself to have a disability to be taken into account during the recruitment and selection process, please explain what assistance you would like to receive.

2. Education and Training

List all your formal educational qualifications and any relevant informal and job related training

Secondary Schools Colleges and Universities	From	TO	Course(s) of study pursued, academic/vocational qualifications obtained <i>(please state subjects and grades)</i>

Please note: You will be required to provide original copies of certificates if you are invited to attend for an interview where the qualification is a requirement for the job.

3. Employment (and other relevant) History

Current or most recent employment

Name & Address of Employer	Dates		Job Title	Notice Required & reason for leaving	Salary
	From	To			

Please give a brief account of the key aspects, main duties and responsibilities of your role within your current organisation. Continue on a separate sheet if necessary.

Past Employment

List all previous employers (starting from the most recent), using a separate sheet if necessary.

Please explain any breaks in employment (subject to the provisions relating to disclosures under the Rehabilitation of Offenders Act 1974 and 1986).

Name & Address of Employer	Dates		Job Title/ Grade/ salary Outline of duties and Responsibilities	Reason for leaving
	From	To		

4. Personal Statement

Please describe how you believe that you meet the requirements of this position as set out in the specification. All applicants are advised to read the person specification before completing this section. **Please continue on a separate sheet as necessary.**

5. References

Please provide the names and addresses of two work referees, from whom confidential enquiries can be made (one must be your present or most recent employer). If you are unable to provide work referees, a Head Teacher, a College/University Tutor/Lecturer or another professional person is acceptable.

Name: _____ Name: _____

Position in organisation: _____ Position in organisation: _____

Address: _____ Address: _____

Capacity known to you: _____ Capacity known to you: _____

Dependability requires a reference from your present or last employer if you have one, before an appointment can be made. **Please indicate at which stage you wish requests for references to be made. Immediately** **If invited to interview** **If selected for appointment.**

References from former employers and educational institutions may also be requested.

6. Other Relevant Information

Please provide any other information you feel is relevant to your application i.e. career achievements, sports achievements, voluntary work, hobbies and interests, or any special needs and/or support required as a result of having a disability.

7. Declaration

I understand that canvassing of any employee will disqualify me. I hereby declare that, to the best of my knowledge, the information contained in this form is true and complete. I understand that false or misleading information on this form will disqualify me from appointment and if appointed, may result in disciplinary action, which could lead to my dismissal. Please give dates on which you will NOT be available for interview: _____

I acknowledge and agree to have the above information recorded and used in accordance with the Data Protection Acts 1984 and 1998.

Tick box to agree Date

Date _____

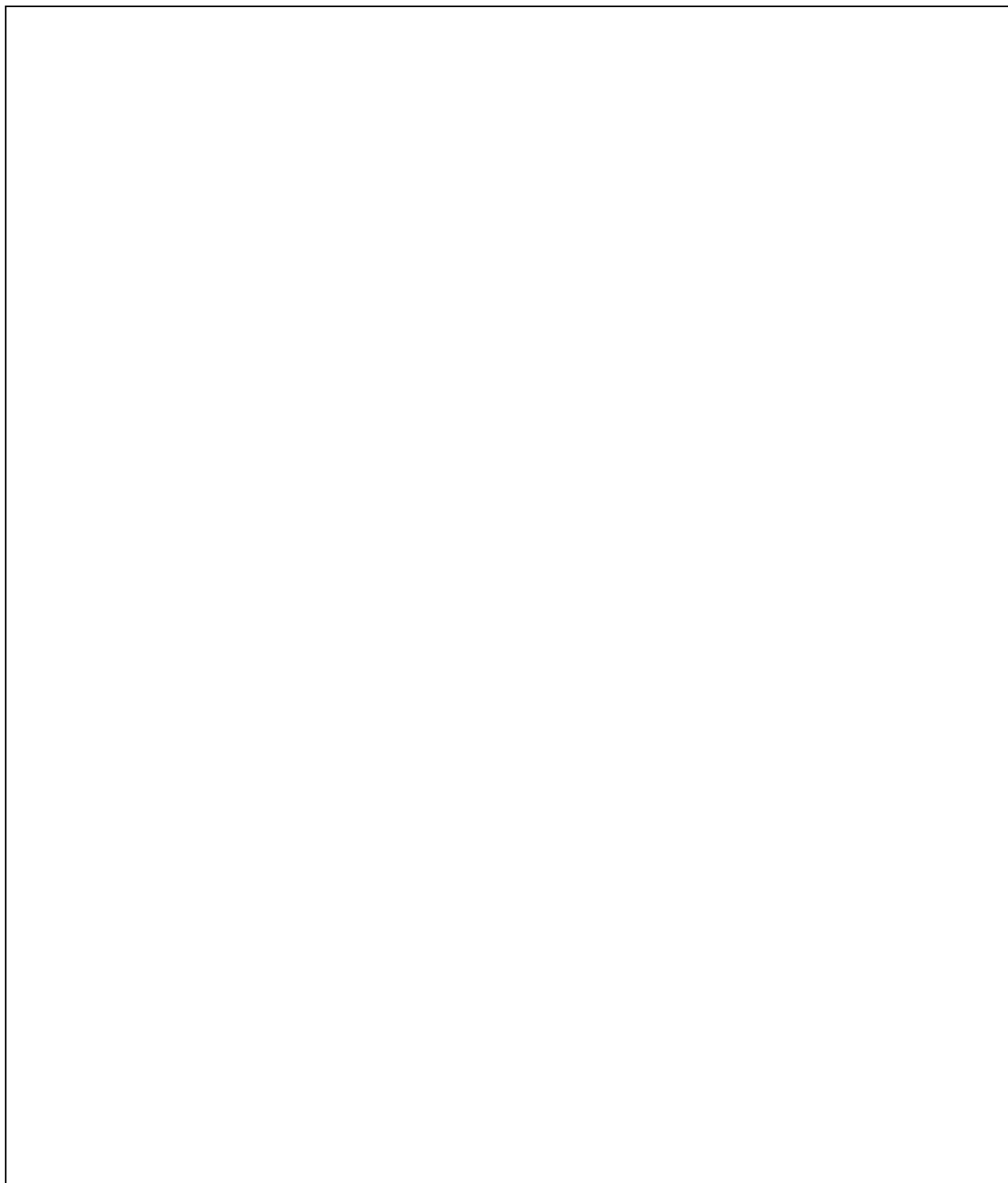
2. Education and Training continued

Secondary Schools Colleges and Universities	From	TO	Course(s) of study pursued, academic/vocational qualifications obtained <i>(please state subjects and grades)</i>

Past Employment continued

Name & Address of Employer	Dates		Job Title/ Grade/ salary Outline of duties and Responsibilities	Reason for leaving
	From	To		

4. Personal Statement continued

A large, empty rectangular box with a thin black border, intended for the user to write their personal statement. The box occupies most of the page below the section header.

Dependability Recruitment Monitoring

Dependability is committed to providing equality of opportunity to all. It operates an Equal Opportunities Policy, which seeks to ensure that unfair discrimination, does not take place during any recruitment & selection process and in also managing employees. To assist us in monitoring the effectiveness of our policy with regards to recruitment & selection, would you please provide the following information below? Thank you for your assistance.

This information is confidential and does not form part of your application. It will be kept separate from your application form and will not be taken into account when making any decisions about the appointment.

Surname: _____ Initials: _____

Job Title & Grade of post advertised: _____

1. Are you Male Female

2. Age: _____

3. Do you consider yourself to be disabled? YES NO

4. To which ethnic group do you consider you belong in the list below?
(N.B. this is not a question about your nationality or place of birth, but your ethnic origins).
(Tick one box only)

Bangladeshi	Black African	Black Caribbean
Indian	Irish	Mixed Race
White	White Other	Black Other
Pakistani	Chinese	

Any other group Please state _____

5. Where did you see this job advertised? _____

FOR OFFICE USE ONLY

Tick if short listed Tick if appointed