



# Application form guidance notes



## General

### Introduction

Thank you for your interest in this vacancy at Swanswell. These guidance notes are to help you complete the application form as fully as possible. Please note that curriculum vitae are not accepted.

### Completing the form online

If you are completing the application form online, please ensure you complete all sections of the form. You will see that some sections of the form are highlighted; this means that you will be unable to move to the next section of the form until the highlighted section is complete.

### Working in the UK

The Asylum and Immigration Act 1996 (updated 2004) makes it a criminal offence to employ anyone subject to immigration control, unless they have permission to live and work in the UK. So we are required to check that members of staff are legally entitled to work for us and you will be asked to confirm this as part of the application process.

If you receive an offer of employment from Swanswell, you will need to provide documentation which proves you are able to live and work in the UK **before you are able to start working for us.**

Swanswell will adhere to the Immigration and Asylum Act – section 22 Code of Practice ([www.bia.homeoffice.gov.uk/employingmigrants](http://www.bia.homeoffice.gov.uk/employingmigrants)) and require **all** applicants to be treated the same way. Therefore, all applicants will be asked to supply one of the following documents to provide evidence of eligibility to work and live in the UK:

- a UK passport;
- a passport or national identity card of an EEA (European Economic Area) state e.g. Austria, Denmark, Germany, Italy, Luxembourg, UK, Belgium, Greece, Malta, Portugal, Spain, Cyprus, Finland, Liechtenstein, Netherlands, Rep. of Ireland, Sweden, France, Iceland, Norway, Switzerland\*. From 1 May 2004, Poland, Slovenia, Estonia, Latvia, Hungary, Czech Republic, Lithuania and Slovakia (the “A8 countries”) became EEA states. Romania and Bulgaria (the “A2 countries”) joined 1 January 2007. Nationals from these states are required to register on the Worker Registration Scheme with the Home Office as soon as they begin work in the UK and therefore will need to provide evidence of this;
- a UK Residence Permit;
- a passport from a non-EEA state which contains the relevant endorsements showing that the holder is permitted to take employment in the UK.

\*Although Switzerland is not a member of the EU or EEA, Swiss nationals have similar rights on freedom of movement and work to EEA nationals.

Alternatively, documents from either of the combinations described below must be supplied at the request of the HR Department:

### Combination one

- a full birth certificate issued in the UK, which includes names of the holder's parents and was issued in the UK, Rep. of Ireland, the Channel Islands or the Isle of Man **and**
- a document which confirms your National Insurance number (i.e. an NI number ending with an A, B, C or D), e.g. a pay slip, National Insurance number card, P45, P60, or letter from a Government agency.

### Combination two

- a certificate of registration or naturalization as a British citizen **and**
- a document which confirms your National Insurance number (i.e. an NI number ending with an A, B, C or D) e.g. a pay slip, National Insurance number card, P45, P60, or letter from a Government agency.

### Combination three

- an Application Registration Card (ARC) issued by the Home Office and stamped "Employment Permitted" front and back.

The following documents will **not** be acceptable proof of status to live and work in the UK:

- a Home Office Standard Acknowledgment Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the UK;
- a temporary National Insurance number beginning with TN, or any number which ends with the letters E to Z inclusive;
- a permanent National Insurance number when presented in isolation;
- a driving licence issued by the Driver and Vehicle Licensing Agency (DVLA);
- a bill issued by a financial institution or a utility company;
- a passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar;
- a short (abbreviated) birth certificate issued in the UK which does not have details of at least one of the holder's parents;
- a license provided by the Security Industry Authority (SIA);
- a document check by the Criminal Records Bureau (CRB);
- a card or certificate issued by the Inland Revenue under the Construction Industry Scheme.

The HR Department will keep a photocopy of the relevant pages of the document, and in the case of a passport and travel documents, a copy of the document's front cover, any page with the holder's personal details (e.g. nationality, photograph, date of birth, signature, date of expiry or biometric details) and any page with UK Government endorsements, noting the date of expiry and any relevant UK immigration endorsement.

You can get more information about Asylum and Immigration by visiting [www.bia.homeoffice.gov.uk/workingintheuk](http://www.bia.homeoffice.gov.uk/workingintheuk).

### Recruitment monitoring

Please tell us where you saw this advertisement. This will enable us to measure the effectiveness of our recruitment advertising.

## Filling in the form

### Personal details

We will require this information to contact you should you be shortlisted for interview so please complete this as fully as possible.

### References

You should give the name and contact details of two people who will provide a reference for you. Your referees should include your present or most recent employer. If you have not yet been employed then your referee may be someone who taught you at school or college.

Referees should be able to comment authoritatively on your work, education, skills and abilities and must not be related to you.

It is standard practice to obtain confidential references for all shortlisted candidates prior to interview. If you would prefer us not to contact your present employer prior to interview, you should indicate this on the application form.

Please note that referees are asked if they know of any outstanding disciplinary matters on your record.

### Criminal convictions & cautions and criminal record disclosure (CRB)

Because of the nature of Swanswell's work, staff may come in to contact with children under the age of 18 or vulnerable adults. Therefore, the post for which you have applied is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. Consequently, you are not entitled to withhold information about convictions which for other purposes are 'spent', and in the event of your employment, any failure to disclose such convictions may result in dismissal.

Please also note if you are the subject of any current criminal proceedings, and/or to your knowledge the subject of any current police enquiry. For these purposes 'current police enquiry' includes any ongoing enquiry, prosecution, and being on police bail, but does **not** include cooperation with the police as an actual or potential prosecution witness.

If you have any convictions, please provide details. This information will be treated as confidential and will not necessarily preclude you from employment.

Swanswell adhere to the Code of Conduct for CRB disclosures. This can be seen by visiting [www.disclosure.gov.uk](http://www.disclosure.gov.uk).

Offers of employment are made subject to satisfactory CRB checks.

### Present or most recent employment

You should tell us the name and address of your present or most recent employer, along with the date your employment commenced and your present salary or grade. If you are not currently employed then you should indicate this on the form.

### Previous employment

Use this section to tell us about your employment history. Please list the names, addresses and nature of business of your previous employers, together with confirmation of your final salary and a very brief description of your reason for leaving.

### Previous voluntary work

Use this section to tell us about any voluntary or unpaid work that you have done. If you have no previous voluntary or unpaid work experience then you should indicate this on the form.

### Education and qualifications

Please let us know both academic (A) and competency (C) based qualifications you have gained during your secondary, further and higher education. You will also need to confirm the date you passed your qualifications.

**A Academic** – qualifications assessed by proving your knowledge, normally through exam or coursework (e.g. GCSEs, A levels, most degrees/diplomas).

**C Competency** – qualifications where you were externally assessed and observed, demonstrating that you can put your knowledge into practice (e.g. G/NVQs, nursing, social care, some degrees/diplomas with assessed work placements).

Should you be successful at interview, you will be asked to show proof of your qualifications when a conditional offer of employment is made.

### Professional training

Tell us about any relevant work-related training courses you have attended.

### Professional qualifications and memberships

Tell us about any relevant professional qualifications. If you are a member of any professional body then please let us know and remember to include your membership status (e.g. associate, graduate).

### Driving licence

Please indicate if you hold a driving licence. Some of our roles require the post holder to travel around the region in order to meet the needs of our clients. If you are unable to drive, this will not necessarily preclude you from employment, but you may be asked at interview how you would anticipate meeting this requirement.

### Supporting information

It is important when completing your personal statement that you provide details about yourself in relation to the post for which you have applied. You must tell us your reasons for applying and how your experience, qualifications, skills and personal qualities are relevant. You may wish to refer to your current role, focusing on those skills which would interest us when considering the post for which you are applying. This should demonstrate how you meet the selection criteria detailed in the person specification.

### Addressing the selection criteria

Your application will be shortlisted against the list of criteria contained in the person specification. Therefore, when completing the application form you should reference each criterion by demonstrating how your work skills, knowledge, abilities and

qualifications meet each of them. Criteria may often be referred to as ‘essential’ or ‘desirable’.

- essential criteria – refers to those that are critical for the satisfactory performance of the post
- desirable criteria – are those which, while not essential, will enhance your capacity to do the job

For example, if essential criteria states that you must have customer service skills, then rather than just saying “I have excellent customer service skills” you should expand this to say “I have excellent customer service skills which I gained when working in xx on the customer helpline. I was responsible for answering customer queries in a helpful and professional manner...etc”.

### Other information

If you have a relationship with any member of the Board of Trustees, or to any employee of Swanswell, please give us details so we can ensure all applications are treated fairly. This will not necessarily preclude you from employment.

### Data protection

The information you provide is subject to the Data Protection Act 1998 and, unless you are appointed to the job for which you have applied, will be stored securely in the Human Resources Department for a period of six months. After this, it will be destroyed along with any other sensitive data you have provided.

### Declaration

Please remember to sign the form to indicate that the information you have provided is correct.

### Equal Opportunities Policy

Swanswell is committed to ensuring equal opportunities for all and to taking action to avoid discrimination. Therefore, we would appreciate if you could complete the ‘Equal opportunities monitoring form’ in full to help us monitor our equality procedures.

We consider all applicants based on how well we believe they could do the job they have applied for. This section of your application will be detached when received by the Human Resources Department and will not play any part in the selection process.

### Submitting your application

Once you have submitted your application it will be received by our HR Department. You will receive an automated email from us confirming receipt of your application. If you have not heard from us within **six weeks** of the closing date, you may assume that your application has been unsuccessful.