

Applying for a job – Guidance on making an application

Thank you for applying to work for us. We want you to make the best possible application so we learn more about you and your skills and experience. This guidance will help you through the application process. Please use this opportunity to tell us about your skills, experience, capability and potential.

General points

Please make sure you submit your application by the closing date (for some jobs we reserve the right to close jobs early but that will be clear on the advert). We accept CV's for some roles the job advert will tell you if you can apply using a CV.

Education and qualifications

Please list your qualifications and the grades that you attained. The person specification will say if a job requires any particular qualifications. If you are offered the job we will need to see evidence of these qualifications.

Training and memberships

Please list any relevant formal, informal or on the job training you have received and relevant professional memberships.

Current or most recent employment

Please give your employer's name, address and telephone number and list the main activities of the job. If you do not have a previous employer please indicate this in the tick box. You should give the reason for this in the text box at the bottom of this page, for example you are a school leaver or had a break in employment due to caring responsibilities.

Previous employment

We need to know about all the time since you left education. List your jobs, with the most recent first, stating month and year. If you have had gaps in your employment these should also be listed with the reason. Voluntary work is really important too, so include voluntary work that you have done.

Supporting statement

This is your opportunity to tell us why you are suitable for the job. Please give examples of your skills and experience against each of the criteria given on the person specification.

Remember you can demonstrate the criteria that we are looking for through employment or other activities such as volunteering or hobbies and life experiences.

Ensure that this section is written in a well-organised way and is relevant to the job for which you are applying.

References

External applicants need to provide the names of two referees. One must be your most recent employer and the second a previous employer or someone who can give information about your skills and experience. If you are a school or college leaver please give the name of your Head Teacher or Tutor.

Internal applicants need to provide one referee, unless the job is within Regulated Services where two references are always required. **Acceptable References** - Use someone who knows your capabilities and is aware of your potential. Testimonies, affidavits and references addressed 'To whom it may concern' are not acceptable. We cannot accept references from relatives, friends or people that you live with.

We will normally only take up references if we give you a conditional offer of employment. Please contact your referees once you have received a conditional offer of employment to let them know that we will be getting in touch to ask for a reference. No formal offer of appointment will be made until we receive satisfactory references.

Criminal convictions

We are committed to preventing discrimination on the grounds of past offending behaviour. If the job for which you are applying involves working with children or vulnerable adults, it will be exempt from the Rehabilitation of Offenders Act, 1974 and we will undertake a DBS check. We comply with the DBS code of practice. For jobs that do not require a DBS check, we will be asked to disclose any 'unspent' convictions or pending convictions that you have (in accordance with the Rehabilitation of Offenders Act). We will only ask this once you have been made a conditional offer of employment.

The disclosure of a criminal record or related information will not prevent you being appointed from a job unless we consider that the conviction makes you unsuitable for the role. In making this decision we will consider the nature of the conviction and give you the opportunity to explain the circumstances.

Eligibility to work in the UK

We must ensure that you are legally entitled to work in the UK. You need to state on the form whether or not you are currently eligible to work in the UK. You also need to tell us if there are any time restrictions on your eligibility to work in the UK.

Agile working

We work in an agile way for many roles so there is some flexibility about where and when you work. The job advert will state if a role is fulltime or part time and if a particular working pattern is needed.

You should ask the recruiting manager about whether the hours or working pattern for the role that you are applying for are flexible. Managers will consider any request for flexible working arrangements in line with service requirements.

Disability

If you have declared a disability on your application and you meet the essential criteria for the job, you will be guaranteed an interview. At interview you will be assessed along with all the other candidates.

If you are shortlisted for interview and/or assessment, please use the Contact Form to let the Recruiting Manager know if you need any special assistance at interview, for example if you have difficulty in using stairs or have hearing or speech difficulties. This will also enable us to put in place adjustment to the selection process (for example providing extra time to complete selection tests or producing materials in alternative formats).

Declaration

Please read your completed application carefully and check for any errors. You are signing the declaration to confirm that all of the information that you have given is factually correct.

Equal opportunities monitoring

This information helps us to ensure that we meet our commitment to diversity in employment. The people involved in the selection process will not see the monitoring information that you provide.

Overseas data

Our system can only work on UK data. If you need to enter an international address please use the following address details Shire Hall, Castle Hill, Cambridge, CB3 0AP. If you do not have an NI number please enter the following XX111111X and let the recruitment manager know that you have used this information in lieu of overseas data.

What happens next?

Your completed application form will be used to assess your suitability for the role and if you should be progressed to the next stage of the process.

If you have not heard from us by the date specified in the advertisement you can assume that your application has not been successful. If you would like feedback on the reasons why you have not been shortlisted, please contact the Recruiting Manager using the Contact Form.

If you are not successful in your application, please do not be discouraged from applying for other jobs with us.