

# APPLICATION FORM GUIDANCE NOTES

## Before you begin

You should read these notes carefully before completing the application form. Prior to filling out the application form you may find it helpful to do a rough draft first. Once fully completed you may wish to retain a copy to refer to.

Should you have difficulty in completing the application form because of a disability or learning difficulty you can obtain this application in other formats, for example a paper copy, on a computer or large print. For further information please contact Human Resources on 01603 767718 or e-mail [jobs@juliansupport.org](mailto:jobs@juliansupport.org) and mark your request Job Application pack.

The application form may be typed or hand written. Please write clearly in black ink. This will make sure that photocopies are clear and easy to read.

We advise that you do not copy the same application for a series of jobs. If you are applying for several posts, we advise that you prepare each application separately, tailored to the particular needs of each post.

## Enclosures

This application pack consists of:

- ▶ Guidance notes for applicants
- ▶ Application form
- ▶ Role profile/Person specification
- ▶ Equal Opportunities Monitoring form

## Job-share and part-time working

Some posts are suitable for job-share/part-time working. **This will be stated in the advertisement.**

## Curriculum Vitae

We do not accept CVs. CVs will not be taken into account when shortlisting.

## Internal applicants

Julian Support Ltd fully supports the concept of career development and encourages employees to apply for other positions within the organisation. Both internal and external candidates will be assessed in exactly the same way. Internal

candidates should inform their line manager that they are applying for a new position within the organisation and also enclose a copy of their existing and last completed appraisal form (Performance and Development Review Form).

### **Equal Opportunities Monitoring Form**

This should be completed and submitted with your application form. It is important to note that the information you provide on this form will not be used as part of the selection process. This information is used for monitoring purposes only and will be treated as strictly confidential.

## **THE RECRUITMENT PROCESS**

### **Application form**

Make sure you have a copy of the job description/person specification for the position you are applying for. Look carefully at the short-listing criteria on the person specification. We will not make assumptions about you or your abilities, relevant skills, knowledge or experiences so it is important that you provide evidence of how you meet the essential and desirable criteria.

Please return your completed application by the closing date. Applications received after the closing date will not be considered. Faxed copies of your application form and other associated documents will be accepted no later than the published closing date. A front cover marked for the attention of Human Resources should accompany the fax that you send. The original documents must follow immediately.

You may withdraw your application at any time. If you withdraw, please advise Human Resources as soon as possible.

### **Details of Employment**

You need to give details of your present and all previous employment, including full postal addresses. You may also include any voluntary/work experience.

### **Education and Qualifications**

You should provide details of qualifications you have gained both in the UK and overseas. For some posts this will mean that specialist qualifications will be required. You will be asked to produce any relevant certificates if offered the post.

### **References**

Where you have been employed within the last 5 years, the referees must be your two most recent employers. If you have not been previously employed (either not at all or not within the last 5 years due to a break in your career) please nominate

two responsible individuals who know you well but who are not related to your or your partner i.e., voluntary work/work experience coordinator, teacher/tutor, character referee, etc., If you have only ever been employed by one employer/organisation please nominate a responsible individual as described above as your second referee. We will not contact your current employer without your permission.

### **Driving Licence**

Although a driving licence will not ordinarily be a factor in the selection process, in a few cases there is a requirement to drive to the hard to reach locations due to the nature and locations covered by the work, however, this will be detailed in the role profile. You will be asked to provide these documents (where necessary) if you are offered the post.

### **Julian Support Ltd & Trustees - personal relationships**

Julian Support Ltd does not allow managerial / supervision positions to have direct line reports for anybody with whom they are in a relationship with or are related to. This is to protect these individuals from being accused of favoritism, nepotism etc. Therefore if you are related to any member of Julian Support Ltd staff or its trustees you must provide details of your relationship.

### **Statement in Support of your Application**

This should include details of your work experience as far as it relates to the role for which you are applying. If you have undertaken any voluntary work or pursue any hobbies or interests that may be relevant to this role please include details. The list of essential and desirable criteria of the person specification should be the main basis of your application with evidence of how you meet the requirements. Using each as a heading and given your evidence underneath is the best way of doing this so the person shortlist does not have to keep looking through your application to kind relevant information.

### **Criminal Conviction/Cautions**

If you have been convicted or cautioned you may still be eligible for employment depending on the nature and circumstances of the offence. You should include motoring but not parking offences, and whether or not there is any charge at present outstanding against you. Failure to disclose details will result in your application not being processed. Should you have any queries relating to convictions/cautions please contact Human Resources.

### **Eligibility for Employment**

To be eligible for employment with Julian Support Ltd you must be entitled to work in the UK, and your stay in the United Kingdom must be free of restrictions. Therefore we will need to see verification documents such as National Insurance Card, Passport, and Birth Certificate. **Do not send your actual passport** with

this application. You will be asked to provide these documents if offered the post.

### **People with Disabilities**

Julian Support Ltd is committed to ensuring that we remove unnecessary barriers to the employment of disabled people and will endeavor to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Under the terms of the Disability Discrimination Act 1995, a person has a disability if he or she has a physical or mental impairment, which has a substantial or long-term adverse effect on his or her ability to carry out day-to-day activities

It is our policy to guarantee an interview for all disabled candidates who meet the essential requirements of the person specification of the post.

Please let Human Resources know if you would like specific assistance to be arranged during the recruitment process and in particular if you require this application form in alternative formats e.g. enlarged print.

### **Internal candidates only**

Internal candidates should enclose a copy of their existing and last completed appraisal form (Performance and Development Review Form), you also must ensure that your line manager has been made aware of your application prior to submission.

### **Additional Information**

This section is for you to continue your supporting application or to add any additional information that you believe is relevant to support your application.

### **Short-listing**

The person specification contains a list of the essential and where appropriate desirable short-listing criteria that you require to undertake the role that you are applying for. Examples are:

- ▶ Skills, for example word processing/keyboard use.
- ▶ Experience that you have gained, whether from work or spare time activities, for example dealing with people and communicating at different levels or preparing reports.
- ▶ Knowledge that you have, for example of certain legislation, or of particular computer software.

Two people will carry out the short-listing independently. Please be assured that such details of your race, age and sex are not part of the short-listing criteria. You must be able to convince the short-listing panel within the 'Statement in Support

of your Application' section that you meet each of the essential selection criteria, ideally by giving practical examples. It is important that you explain how you feel you meet each specific criteria separately, as detailed in the job description person specification.

Example: "I am responsible for monitoring various budgets in my current role, which means I have to....."

Please note that you can also draw on skills/experience that you have gained as a result of doing voluntary work, work in your own home, or work at school/college/university, as well as in paid employment to show how you meet the essential criteria. If you meet the desirable criteria you should also evidence this within your statement; however, not possessing the desirable criteria should not exclude you from applying.

### **Tests**

For certain posts you may be asked to undertake job-related tests. This will only apply when it is considered necessary for the role to which you are applying. For example where there is a requirement to audio type to a specific standard identified on the person specification you may be asked to undertake an audio typing test. For roles involving presentations – for example in training – you may be asked to prepare and deliver a presentation on a specific topic. If there is to be a work related test this will be clearly identified in the letter informing you that you have been short-listed for interview. Appropriate reasonable adjustments will be made for disabled candidates.

***Remember candidates will be short-listed solely on the information supplied in the application form.***

### **Interviews**

Recruitment interviews conducted by Julian Support Ltd are Competency Based.

Competencies are a mixture of knowledge, skills and behaviour, which provide a clear description, in simple language of what a person needs to be able to do to carry out his or her job effectively. A competency based interview means that you will be asked a series of structured questions that relate to the person specification of the post. Each question will look for specific examples of your skills, knowledge and behaviour based on past experiences.

The concept of Competency based interviews is to analyse how you dealt with previous experiences, in order to try to predict how you will respond to and deal with similar situations in the future. Candidates are also asked questions on their technical skills/knowledge relating to the role profile. All candidates will be asked the same set of questions, but any probing questions may differ according to your

response.

At interview you will be required to provide examples from past experiences, which demonstrate your ability in each competency question. You will need to show how you have achieved them in the past. Do take time to think about when you have demonstrated a particular skill or behaviour, so spend a few minutes going back into your memory and noting particularly, good pieces of work, projects or situations where you know you did well to over the last couple of years.

For example, it is not enough to simply say “I present my own views convincingly”. Instead, give an example of when you have shown this behaviour and how you did it.

Your structure to your response should include:

- ▶ What the problem/situation was
- ▶ What you actually did
- ▶ What the outcome or result was, i.e. how your actions affected the problem or situation

The interviewers will normally be a panel of two or three people which may include a service user. They may not have seen your application, so it is better to assume that the panel knows nothing about you. Remember the interview is your opportunity to provide examples of your experiences in your responses to questions, which support the competencies being tested.

### **Eligibility**

Under current legislation you will also have to supply documentary proof of your right to live and work in the United Kingdom.

### **Availability for Interview**

It would be useful if you could give dates of when you will not be available over the next six weeks. You will be asked this question on Section 10 under additional information.

## **Appointment**

If you are successful at interview you will be contacted by a member of the interviewing panel who will offer you the position verbally. This offer will be subject to CRB security checks, satisfactory references and 6 months probationary period.

Shortly after verbally accepting the offer made, you will receive an official

appointment letter and contract confirming the offer made to you.

## Finally

### Have you:

- ▶ Read through your completed application form carefully.
- ▶ Taken a photocopy of your completed form.
- ▶ Completed the Recruitment & Monitoring form.
- ▶ Internal candidates only: Informed your Line Manager of your application.

**The completed Application Form and Monitoring Form, with any other enclosures should be sent to either:**

**Email Address:**     [jobs@juliansupport.org](mailto:jobs@juliansupport.org) or;

**Postal Address:**    **Human Resources**  
                          **Julian Support Ltd**  
                          **23 Pilling Park Road**  
                          **Norwich, Norfolk**  
                          **NR1 4PA**

Owing to administrative costs we are unable to acknowledge receipt of all application forms, however, we will write to all applicants to advise you if you have been successful or unsuccessful in interview selection. If you are unsuccessful, please do not be discouraged from applying for other positions within Julian Support Ltd.

### **Data Protection Act 1998**

The information you provide on your application form will be entered into a manual filing system as well as a computerised recruitment system and as such is governed by the principles set out by the Data Protection Act 1998. The data will be used to assess your suitability to join Julian Support Ltd. This information will be held for 6 months or, if successful, held for the period of your employment.