

## **Guidance Notes on Completing the Application Form**

### **Please read these notes carefully**

Before you write anything, carefully read through the application form and these notes from start to finish to ensure that you are clear about what is being asked. Please provide as much information as you can by completing every question on the form. You should be aware that the provision of false information is an offence and could result in your application being rejected. In extreme cases it may be necessary to refer the matter to the Police and/ or the Independent Safeguarding Authority.

### **Data Protection Act 1998**

Under the Data Protection Act 1998, the data provided on completed application forms will only be used for the specific purposes of Human Resource Management and will not be further processed in any manner incompatible with that purpose.

### **Equal Opportunities Monitoring**

Sunfield aims to ensure that people are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective criteria. We will ensure that no applicant is treated less favorably, or disadvantaged, by a personal characteristic, condition or requirement which is not necessary for the safe and effective performance of the job.

To help us to comply with legislation and good practice, please complete the Equal Opportunities Monitoring in addition to the application form. This form will be used for monitoring purposes only and will not be linked to an individual. It will not be available to those involved in the selection process. Although we are not legally required to collect data on employees' religion or sexual orientation, we are committed to doing so because this information makes us better informed about the effectiveness of our equality policies. If you are employed, this information will not form part of your personal record file.

## **COMPLETING THE APPLICATION FORM**

### **1. Personal Information**

Complete **ALL** boxes in this section

### **2. Education and Qualifications**

Please include all education from Secondary School to current date.

### **3. Current Employment**

Include details of your current employment, making sure dates are accurate.

### **4. Previous Employment History**

You must provide your work history (even if this is abroad) from the time you left education to present day including dates. If you have had any breaks in employment since leaving full time education, give details of those periods and your activities during those times, e.g. unemployment, raising family, voluntary work, training, sickness or incapacity for work, caring for dependent, etc. Including dates.

**Incomplete applications will not be accepted.**

## **5. Training and Development**

Please include any training or formal qualifications undertaken that are relevant to the post advertised. Include College or University name and title of course as set out on the certificate for verification purposes. **(You will be asked to bring certificates if short listed for an interview)**

## **6. Personal Statement**

Your chance to sell yourself to us! Using the Job Description and Person Specification, explain how your skills, abilities, experience and achievements to date are relevant to the position applied for, and give examples where possible.

## **7. Interests Hobbies and Activities**

Give details of your main interests, hobbies and activities which occupy your time outside work

## **8. References**

Please provide full contact details of two referees (who must not be related to you) who may be approached for a reference. To comply with safeguarding regulations, we will apply for at least one reference before interview. Your first referee must be your Line Manager at your present or most recent employer, or the Principal, Head teacher or Lecturer at your school or college if you have not been in recent employment. If you have worked with children or young people in the past, you must provide this employer as one of your references. If you are currently working with children, young people or vulnerable adults, we will ask, as we are required to do so by law, about any disciplinary or safeguarding issues that you may have been involved in. References from personal email addresses will not be accepted

## **9. Right to Work in The UK**

If you are short listed for interview, you will be required to produce at least two documents on the day of interview, from the list provided in your invitation letter.

## **10. The Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)**

In compliance with the Rehabilitation of Offenders Act (1974) applicants for positions working with **SUBSTANTIAL UNSUPERVISED ACCESS, ON A SUSTAINED OR REGULAR BASIS** with children or young persons, must declare **ALL** convictions or cautions, whether spent or unspent. **A CRIMINAL RECORD WILL NOT NECESSARILY BE A BAR TO OBTAINING A POSITION.** This information will only be used to assess your suitability for the job so far as it is relevant. You will be considered on merit and ability and not discriminated against unfairly. A copy of Sunfield's policy on the use of disclosure information is available on request or on our website [www.sunfield.org.uk](http://www.sunfield.org.uk). Details of **RELEVANT** convictions and cautions or pending court cases should be attached to your application (in a sealed envelope if preferred). This information will be treated in the strictest confidence and used only on a need to know basis.