

Guidance Notes for Completing Application Form

The application form that you complete and return is the first communication we will have with you and we will use the information from the form to determine whether or not we will invite you for interview.

Please **do not** send a CV; we do not accept CVs and any information contained within a CV will be disregarded when short listing your application. The information that you provide on your application form is the only information that can be considered when inviting you for interview.

The job description provides you with details about the post, the grade, the salary and tells you about the duties and responsibilities of the post.

The person specification provides you with details of the skills and experience we require for the post. We will be looking for evidence of these in your application form. You should make sure that you tell us in your application how you meet the requirements and give us as much information as possible.

You are advised to read through the application form before you complete it and you may find that it helps to prepare a rough draft first.

Before you complete the application form, take the opportunity to read the following notes which will provide you with guidance on how to complete your application.

Completing the Form

Section 1 – Personal Details

Please complete this section clearly and accurately as this information is used to contact you if you are successful at any stage of the recruitment process.

If you are related to a board member or employee of the Vicinity Group then we will need to notify the Board to ensure that there is no conflict of interest if you are made an offer of employment. Therefore you are asked to provide the full name of your relative.

Attendance Details

Make sure that you provide details of all of the days and occasions that you have lost to sickness absence over the last two years. You need to list the reason for each absence and indicate the number of days lost against each reason.

It is important that this information is accurate, as it will be cross referenced against references that we request if you are successful at interview. Failure to provide correct absence details may result in any offer of employment being withdrawn.

Section 2 – Education & Professional Qualifications

Please specify any formal qualifications that you have obtained that are required or appropriate for the job. Please do not use abbreviations; specify the full title of the

qualification, including the awarding body. You should also provide the full details of the educational establishment where you obtained the qualification. This should include any courses that you are currently studying towards.

Training Courses

Please include any educational or work based learning that did not provide you with a formal qualification but may be relevant to the role. You should include any training that you have required as part of any government employment / training scheme or from activities outside of education or work if it is relevant.

Section 3 – Employment History

You need to provide the details of your current or most recent employer. Please work backwards from your current or last employer through your employment history, detailing all prior experience including voluntary work. It is essential that you provide reasons for any gaps in your employment history. No offer of employment will be made unless this information has been provided in full. Vicinity Group may contact any of your previous employers to confirm the information provided on your application.

Section 4 – References

You must provide details of two referees, one of which must be your current or most recent employer. Internal candidates should only provide their current line manager as they have already been through this process.

Your references must cover the last two years and referees may not be relatives and should, wherever possible, be people who can comment on your suitability for the job. No offer of employment will be confirmed until satisfactory reference(s) have been received, therefore you must provide the full postal address and if possible the email address of each referee.

Section 5 – Supporting Information

In this section you are asked to illustrate why you are a suitable candidate. This is the most important part of the application form, as it is your opportunity to demonstrate using examples, how your skills, knowledge and experience meet the person specification requirements. It is important to include relevant aspects and achievements in your career history.

If you have never been in paid employment you should draw on your skills, knowledge and experience gained from other aspects of your life such as community or voluntary work, leisure, school or other responsibilities such as bringing up your family.

Please note it is important that you show that you meet all of the criteria on the person specification. You **must** show how you meet **all** of the essential criteria of the job. If your application does not demonstrate that your skills, knowledge and

experience met the essential criteria of the job then you will not be shortlisted for the post.

Section 6 – Criminal Convictions

The Rehabilitation of Offenders Act 1974 does not require applicants to give details of any convictions that are spent, unless the post is exempt from the Act. However, you will be asked to declare all spent / unspent convictions if the post is subject to Criminal Records Bureau Disclosure check. Where this applies it will be stated on the job description and person specification.

Section 7 – Declaration

You must sign and date your application to declare that the information contained on the form is accurate and correct. Deliberate falsification or withholding of information may lead to any offer of employment being withdrawn or disciplinary proceedings if you have already been employed by Vicinity Group.

Equal Opportunities Monitoring Form

Vicinity Group is committed to a policy of Equal Opportunities for all and seeks to ensure that as far as possible that all groups in society are fully represented in its workforce.

To ensure that this policy is being implemented we need to monitor the position for both our own purposes and to comply with legal requirements. We cannot do this effectively without your help; therefore, we greatly appreciate your time and assistance in completing the form. The information will be used solely for monitoring purposes and has no part in the selection process.

Positive about Disabled People

Vicinity Group is a disability 'two ticks' symbol user. The symbol is a recognition awarded by Jobcentre Plus to organisations that have agreed to meet commitments regarding the recruitment, employment, retention and career developments of disabled people. Any candidate that considers they have a disability and demonstrates that they meet the essential criteria of the job will be guaranteed an interview.

<p>All completed application forms should be posted to the Human Resources Team, Vicinity House, 12 Hanover Street, Liverpool, L1 4AA. Please ensure that the application and the supporting documentation clearly state your name, the job title and the job reference number of the post that you are applying for.</p>
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