



## The New Connection

### How to complete the application form

These notes are intended to help you complete the application form section by section. The application form is the first step in the recruitment process which may lead to an interview and a possible offer of employment.

The person specification provided with the application form, lists the criteria against which each candidate's application will be assessed. Selection for interview will be based on the information contained in your application form so please remember to complete all sections of the application form as clearly and as fully as possible.

#### General points:

Please complete the form using type or black ink so that it can be photocopied.

Take a note of the closing date, and ensure that your completed form is returned to us by this date. Late applications will not be considered.

Please ensure that you include as much relevant information as possible on the application form. Any information provided on CVs will be detached from your application form and will not be considered during the selection process. Please make sure you include any relevant experience. If little or no information is provided on the application form it will be difficult to assess your suitability in relation to the criteria for the post and therefore progression to the short-list for interview will be unlikely.

If you do not have enough space on the form at any point, you may continue on a separate piece of paper. Please do include your name on any supplementary sheets included with your application. Please remember to check that all sections of the application form have been completed in full.

#### ■ Personal details:

The first section asks for some information about you and the job that you are applying for. Please provide all the details as requested.

Please complete the section asking 'where you saw the position advertised' as this will help us to assess how effective our advertising campaign has been.

#### ■ Equal opportunities monitoring form:

Please complete this section to enable us to monitor our recruitment process in relation to our Diversity/Equal Opportunities Employment Policy. The information you provide will be treated in confidence and will be used only for monitoring purposes. This part of the application will be detached before the selection process. The ethnic monitoring classifications are those recommended by the Commission for Racial Equality for the 2001 Census.

We welcome applications from individuals with a disability and will make reasonable adjustments to enable applicants with a disability to perform to the best of their ability throughout the recruitment process.

#### ■ Employment details:

Please provide details of your current or most recent post, if applicable, and your salary package. You should start by inserting the employers name and address and continue with dates from and to and position held, nature of responsibility, and the reason for leaving, if applicable.

#### ■ Previous employment:

Please provide full details of any previous posts you have held.

- **Education, professional qualifications, other relevant training:**  
Please provide details of your education and qualifications starting with the most recent.
- **Additional qualifications and experience:**  
Please include other qualifications and experience you have that you consider relevant to your application.
- **Reasons for applying and additional information:**  
Please give as much information as you can about why you think you are suitable for the job. It is important that you detail how well you meet the requirements of the job and give clear examples to demonstrate this. Please use a separate section for each of the criteria listed in the person specification. Continue on a separate sheet if necessary. Remember for the first stage of the selection process we can only assess your ability to do the job by comparing the details that you give on your application form with the person specification.
- **Availability and interview arrangements:**  
Please let us know if there are any days that you are unable to attend for interview. We will do our best to avoid these dates, however, whenever possible we arrange the interview dates in advance of advertising the post and alternative dates may not be available. If you are available on the interview date that has been published for the post but it is difficult for you to attend for interview first thing in the morning or after 5 pm, for example due to childcare commitments, please let us know and we will do our best to schedule your interview in the middle of the day. If the interviews are inadvertently scheduled on a day that you normally celebrate a religious festival please let us know and again we will make every effort to find an alternative interview date for you.
- **Driving requirements:**  
If the job description details the ability to drive as an essential requirement in the person specification, please let us know if you can drive a motor vehicle and if you hold a current UK driving licence.
- **Referees:**  
Information we request from referees will relate to salary, length of service, sickness absence, and suitability for the job. Please note appointment will only be confirmed subject to receipt of satisfactory references, health checks, and pre-employment checks. Referees are only contacted if an offer of employment is made to you.
- **Declaration:**  
Please sign and date the application form in the space provided. You will be asked to sign your application form to confirm that the information you have submitted is to the best of your knowledge and belief, true and correct and to confirm that you understand that if it is subsequently discovered that any statement is false or incomplete and you have already been employed, you may be dismissed.
- **Asylum and Immigration Act 1996:**  
Under Section 8 of the above Act, before appointing an employee, the Company has an obligation to check that they have permission to live and work in the UK. If you are offered a position, you will be required to provide one of the documents specified by the Act for this purpose. Full details will be provided to candidates at the appropriate time.

**If you need any help completing your application form please contact a member of the Human Resources Team on 01209 722442/2494.**