

Guidance Notes for Completing the Application Form

Calvert Trust Kielder want you to have the best possible chance of being short-listed and appointed to the post you have applied for. We have prepared the following guidance notes to help you complete the application form. Please do not leave any sections blank. If a particular section does not apply please state this. You should read these notes before completing the form.

Completing the Form

Please complete the form using a pen and in black ink. Alternatively you can complete an electronic version on the internet. Braille or taped applications are also welcome.

Information you provide will be treated as confidential. If you require any guidance or assistance in completing your application please contact us.

Post Applied For

Please write here what post you are applying for e.g. Carer, Activity Staff or Volunteer. If you are applying for multiple vacancies, then an application form should be filled in for each different job application.

Personal Details

Please enter your personal details fully and clearly so that we can contact you easily and quickly should you be short-listed.

Right to Work in the UK

The Immigration, Asylum and Nationality Act 2006 require an employer to check documents to establish a persons eligibility to work in the UK and compliance with any restrictions. We are required to check your eligibility to work in the UK before you start work.

We ask all candidates to bring proof of their right to work to interview and a copy will be taken. If you do not currently have the right to work, and need to apply for a certificate of sponsorship please note this on your application form and raise it at interview.

You should also be aware that we may contact the Immigration Department to verify that you are entitled to live and work in the UK.

Interview dates

Please let us know of any known dates that you are unavailable for interview. All efforts will be made to accommodate your application, however this cannot be guaranteed.

Education Qualifications

We are interested in any education you have undertaken, including those courses that did not lead to an examination or qualification. These could be non vocational classes or in house training with your current or previous employer.

Post Graduate and Professional Bodies

Please list any Post Graduate qualifications in this section. We are also interested to know if you are a member of a professional body. Original certificates will be checked on appointment.

Employment History

Please give your full employment history for the last 3 jobs you have held in date order with the most recent first. We are also interested in any employment you may have had which is relevant to the post including part time, voluntary or holiday work. Please give your reasons for leaving.

Training, Qualifications and Skills

We are also interested in any other qualifications and skills you may have including National Governing Body (NGB) Awards. Please state fully any awards you may have including the level which you have attained.

Why you are Interested in the Post (Supporting Statement)

This is your opportunity to tell us why you are suitable for the job. Read through the job description and person specification thoroughly so that you are familiar with the duties of the post and the skills, abilities, etc. needed to do them effectively. Then tell us how you meet each of the criteria in the person specification by giving details of your relevant experience (paid and unpaid), knowledge, skills and abilities. **You may find it useful to deal with each point in turn.** If you have been out of work for a long time, or have never been in work, you may have acquired relevant skills and experience from being involved in community or voluntary work, through school or college activities, or by running your home.

We recognise that some areas will require a period of learning in the job and we shall make appropriate allowances for those. Just give as much relevant information as possible.

It is helpful to ensure that the information you give is well organised and relevant. Write in a positive way using examples of what you did and what activities you engaged in: give examples and use positive statements. Be specific about what you have done, what you did that was successful and the relevance that it had.

Above all remember to tell us about yourself.

References

We require at least two written references. One should be from your present, or last employer if not currently employed. We also take up references from previous employers over the past three years. The second referee should be someone who can comment on your work capability, for example, a previous supervisor / manager or school head teacher. References are not acceptable from relatives or friends. The referees of the successful candidate will only be contacted following an offer of appointment.

Rehabilitation of Offenders Act 1974

This page should be read, completed and signed with care. If you believe that you have been involved in the kind of incident we need to know about, e.g. convictions (spent and unspent) cautions and warnings please enter the details here. It is in your best interests to declare this information to us at this stage. If you have any doubt, please include the information and let us decide what is relevant or irrelevant. A criminal record will not necessarily be a bar to obtaining a position within the organisation.

Disclosure and Barring Service (DBS) Check

Any offer of employment to any post with Calvert Trust involves substantial access to children or vulnerable adults and will be subject to a satisfactory enhanced DBS check being received. You will be notified of the need to complete the disclosure form if your application is successful. Confirmation of a satisfactory check is required before commencement of employment. This

may take a number of weeks to complete.

Medical Requirements

All appointments are subject to the successful completion of a medical screening process. The successful candidate will need to complete a medical assessment form, and if necessary, have a medical examination.

Data Protection

Calvert Trust collects information to process your application. We will also use this information for any subsequent employment purposes. On occasions we have to contact third parties to check the information you have provided and other facts relating to your application, for example references.

The information you provide on your application form may be used to prevent and detect fraud. We may also share this information, for the same purpose, with other organisations that handle public funds. If your application is unsuccessful on this occasion the Calvert Trust will destroy your application form after six months of the interview for the post you applied for.

Recruitment Monitoring

Calvert Trust recognises and actively promotes the benefits of a diverse workforce and will work to achieve this by challenging all forms of discrimination.

To assist us in monitoring our policies in relation to equality, and for no other reason, applicants are asked to complete the Equal Opportunities Monitoring Form as part of the application process. The details supplied are held in confidence and are not used in any way in the recruitment and selection process.

Sending your Curriculum Vitae (CV)

You may if you wish attach your CV to your application form but this does not substitute for the form. We require the application form to be completed.

Returning your Application

Please ensure that all sections are fully completed and that the declaration is signed and dated. Your completed application form must be received by 4.30 pm on the closing date. Any forms received after this date may not be considered for short-listing.

Please return your completed application by hand or post to:

Director of Operations,
Calvert Trust Kielder,
Kielder Water & Forest Park
Hexham
Northumberland
NE48 1BS

You can, using Microsoft Word®, complete an electronic copy of the application form. This can be sent as an email attachment to workwithus@calvert-kielder.com and should be marked FAO Director of Operations in the title field.