

Home-Start Kirkcaldy is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults



## **Guidance for applicants – completing the application form**

Please read these notes carefully before completing the application form. It is important that you take your time to fill in the application form as fully and accurately as possible. The decision whether or not to invite you for interview is based entirely on the information given on the application form.

Note: you can expand the boxes by using the ‘return’ key, or add additional rows in the tables by putting your cursor in the last box on the row and clicking the ‘tab’ key.

### **General Points**

- Please complete all parts of the application form and type or use black ink so that when we photocopy the form, it is clear and legible.
- Do not send curriculum vitae, as these will not be considered
- The application pack contains a job description and person specification. The job description lists the duties/main tasks of the post, the person specification lists the knowledge, skills, experience and qualifications needed and the methods used to assess each of these.

### **Personal Details**

- Give your full name, address including post code, telephone numbers and email address.
- If this post requires the use of a vehicle, this will be indicated on the application form.
- Where a post is suitable for job sharing, applications will be asked to state if they wish to consider a job share.

### **References**

- You are asked to provide the names and contact details of two people who can provide a reference for you.
- One of the referees must be your current or most recent employer
- Home-Start will only request a reference if we make you a conditional offer of the job.
- We may also contact your past employers where it seems necessary.

### **Education / job related and specialised training**

- In the first box give details of your educational qualifications starting with the most recent.
- This first section must include school/college qualifications such as GCSEs, Highers, A’levels etc and should also include any further qualifications you may have such as a degree or management qualification.
- In the box headed ‘job related qualifications/specialised training list any professional or job related qualifications you may have attained, for example in First Aid or child care etc. Start with the most recent.

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- Please also include any 'on the job' training or CPD courses relevant to the post for which you are applying, for example supervision skills, fundraising courses etc
- Please include the grade attained (if applicable)

### **Present or Most Recent Job**

If you are currently employed, please give details about your present job, including your notice period.

If you are not currently employed, please give information about your most recent job.

### **Previous Employment**

Please give details of all your previous jobs since leaving school/college in date order *starting with the most recent*. Any gaps in your employment history will need to be explained in the section on page 4. Use a separate sheet if necessary – please name and number it.

### **Voluntary Work**

Many people will have developed relevant skills and knowledge through voluntary work and work experience. Think carefully about what you have done in the past, at home, school and leisure, paid or unpaid employment as you may wish to draw on the skills you developed. Do not be put off if you have not worked for a long time, think carefully about any experience that you may have gained and record when and how you gained that experience in this section.

### **Gaps in employment history**

Please list any gaps, and provide brief information explaining each – for example if you had time away from work while bringing up children or for travel etc. The interview panel may ask to clarify any gaps that aren't clearly explained.

### **Potential conflict of interest**

Please record if you are related to / married to anyone who works for Home-Start Kirkcaldy. If you are, it *does not* automatically exclude you from the process, but means that we can ensure a fair process for all concerned by not having your relative taking part in the selection process.

### **Other employment**

Please record if you intend to continue working in any other capacity if you are offered this post with Home-Start, for example if you have another part time job or run a part time business etc.

### **Relevant Skills, Knowledge and Experience**

This is a very important part of your application form as it gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description and person specification. Your answer must demonstrate how you meet each of the essential criteria or you will not be short listed for interview.

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- Give examples to show how you meet each of the essential criteria, and the desirable where applicable, indicated on the person specification.
- Be specific about your skills and specify your own responsibilities, demonstrate a particular skill rather than simply saying you have it.
- For example, if the person specification asks you to demonstrate an ability to recruit volunteers, you may want to describe what methods/processes you have used to do this, at what level and how successful or effective you were.
- Remember to draw on skills, knowledge and experience gained through any voluntary or unpaid work you have done as well from your previous paid employment.
- Please name and number any continuation sheets.
- Do not use more than 2 more continuation sheets (2 x A4).

### **Immigration, Asylum and Nationality Act**

The law states that you must be entitled to reside and/or work in the United Kingdom. If your application is successful you will be asked to show that you are entitled to work for us.

### **Rehabilitation of Offenders Act / Criminal Convictions**

The post is not exempt from the provisions of the legislation, and you have any 'unspent' caution, conviction or bindover, you must declare this on the application form. If you are short listed you will be asked to provide more information.

Having a criminal record does not automatically prevent you from being considered for a job and we will take into account all the necessary details and their relevance to the job. If you are shortlisted, this will be discussed with you at interview.

### **Disability**

Please indicate if you consider yourself to have a disability, and if you would require any special arrangements in order to attend for interview.

### **Declaration**

Finally, check that you have answered all the questions, sign and date the application form, making sure that you send the form to us on time. We will not consider any applications that we receive after the closing date.