

AGE CONCERN WALTHAM FOREST

GUIDANCE NOTES ON COMPLETING JOB APPLICATION FORM

You are advised to read the following notes carefully as decision to short-list you for the interview will be based solely on the information you provide on your form.

JOB SPECIFICATION

Every advertised post has a post description and a personnel specification. Together these are known as the job specification. The job description outlines the main duties of the job. The personnel specification sets out the experience, knowledge, skills and abilities required of the post holder and provides the essential criteria that the short-listing/interview panel will be looking for.

PRACTICAL ASSESSMENTS

Age Concern Waltham Forest may use various practical assessments as additional ways of assessing the skills of candidates. The personnel specification will show whether a particular criterion may be assessed in this way, but whether or not a practical assessment will be used, and what form it will take, will be notified to you if you are invited to interview.

A practical assessment could be oral presentation, a written exercise or a test of skills. Do not be put off by the idea of an assessment, it is only a method of allowing you to demonstrate your skills and abilities to the selection panel.

JOB TITLE AND NUMBER

You might find the job title and reference or post number for the post you are applying for have not been filled in on the application form. If this is so please enter these details which you will find on the advertisement.

EMPLOYMENT

When completing this section, it is important to include part-time work undertaken on a voluntary basis, particularly if you have not been employed on a full-time basis before. Please ensure that you include your present or last employer, even if you feel that the job is not the most relevant to your application. You will have an opportunity to expand on these skills and experiences, which have more, direct bearing on the post under Section 3 of the form.

REFERENCES

Please give the name of your current, or last, employer. If you have never been employed before you should give the names of teachers or lecturers, who know you sufficiently well to confirm the information you have given and to comment on your ability to do the job. If you have not worked for more than 5 years, please give the name of someone for whom you have undertaken voluntary work or knows you in some other way sufficiently well to confirm the information you have given and to comment on your ability to do the job. Please note that referees **cannot** be relatives.

It is Age Concern Waltham Forest's policy to approach current employers following interview, regardless of whether candidates give them as referees, and to approach previous employers where it appears reasonable to do so, in the interest of the service concerned.

FURTHER INFORMATION

This is where you tell us how you meet the selection criteria for the job. Please do not send in your CV. The criteria against which you are assessed are the experience, knowledge, skills, and abilities described in the job specification. Rather than simply repeating your career history, look at the skills and experiences required by the job and provide evidence that you possess them, by giving specific examples.

If any part of the form does not provide enough space please continue on a separate sheet of paper. Make sure that you indicate on the separate sheet the part of the form to which it refers, and put your full name on the top of each separate sheet.

Do not forget the skills and experience you have gained outside full time work. If you have been out of paid employment for a long time, or have never been employed, your job history might be less important than some of the responsibilities and experience you have had more recently; for example, you might have considerable domestic responsibilities, or might organise social or community activities in your spare time, or be active in a trade union.

DECLARATION OF CRIMINAL CONVICTIONS

As an organisation working with older people, Age Concern Waltham Forest uses the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust. Age Concern Waltham Forest complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Having a criminal record will not necessarily bar you from working with us.

This will depend on the nature of the position and the circumstances and background of your offences. But failure to declare any existing and/or impending criminal convictions will lead to an automatic dismissal upon its discovery.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

ELIGIBILITY TO WORK

According to the Asylum and Immigration Act 1996, Section 8, which came into force on 27 January 1997, we are required to establish that a prospective employee is entitled to work in the UK. Applicants are therefore required to answer question 6 in the application form. Successful candidates may be asked to produce appropriate documentation before employment commences (please seek advice from appropriate agencies if you are in doubt of your eligibility to work in the UK).

MEDICAL INFORMATION

In this part you are required to tell us about your medical history. Please be honest to tell us about your past and current medical condition.

If necessary, medical certificate will be sought prior to appointment.

EQUAL OPPORTUNITIES

Age Concern Waltham Forest is committed to a policy of Equal Opportunities to ensure that all applicants for employment are treated fairly and considered on the basis of their abilities. This policy is monitored so that we can see its effectiveness and all information applicants' give us in connection with the policy is treated in confidence.

CLOSING DATE

Make sure you are aware of the closing date quoted and make certain your application form is returned in plenty of time. Applications received after this date cannot be considered.

DATE OF INTERVIEW

If you are short-listed and invited for interview, you should be aware that it would not be possible to offer an alternative date or time to that given.