

## COMPLETING YOUR APPLICATION

The application form plays an essential part in choosing the right person for a job. It is *only* the information contained in your application form that will decide whether or not we can shortlist you for an interview. We recommend that you read the following notes carefully to help you whilst completing the form.

Please type the application form if at all possible. If you hand-write the form, please make sure you use black ink and write as clearly as possible. If you use additional sheets, please put your name at the top of each sheet and number the pages, as well as identifying the question you are answering. The form is photocopied during the recruitment process, and the selection panel cannot assess an applicant if they cannot easily read the form.

**Do not send a curriculum vitae (CV), it will not be accepted for selection purposes.**

### Personal Details

Please complete your name and address in capital letters and make sure that the contact telephone numbers and e-mail address you give are ones where we can reach you quickly if need be. We will handle all telephone conversations carefully and in confidence.

If you are short-listed, you will be required to bring evidence of your identity to interview, preferably including a form of photo id. Copies will be taken of your identity documents.

### Declaration of Interest

Please confirm any declaration of interest on the application form. It will not affect your application, but we need to know.

### Availability

Please let us know how soon you would be able to start if offered the post and your notice period. This will not affect your application, but we need to know.

### Work Permits

As a condition of your appointment you will need to show your entitlement to work in the UK, so please complete this section fully. If you are short-listed and you need a work permit you will be required to bring evidence of eligibility to work in the UK to interview and copies of these documents will be taken.

### Criminal Convictions and Cautions

A criminal conviction or caution may not necessarily exclude you from the post you are applying for, but under the Rehabilitation of Offenders Act 1974, we must have the details of all convictions / cautions, whether or not they are deemed to be spent. You will be required to undergo an Enhanced Criminal Records Bureau check as a condition of your appointment if you are offered a post.

## **Qualifications and Training**

Complete this section fully. Please make sure you tell us about any vocational or short courses you have attended that may be relevant to your application, as well as any school, higher education and professional qualifications. If you are short-listed, you will be required to bring evidence of your qualifications to interview and copies will be taken of relevant certificates.

## **IT Skills**

Please tick the relevant boxes to indicate your level of competence with the software listed. We use either Microsoft Office within LIDAS for word processing, spreadsheet and slideshow/training purposes. Microsoft 365 are primarily used as our internet browser and e-mail software. If you have experience of any other software that may be relevant to the post, include the details in the 'Others' box.

## **Employment History**

First, give details of your current or most recent employer and a brief description of your job and its responsibilities. Then list details of your previous employment. You should include any part-time or temporary jobs, as well as any voluntary work you have done.

*Please do not leave any gaps in your employment history. If there are any gaps, owing to education, unemployment, raising children or caring for dependents use this section to list and explain them.*

## **Personal Statement**

This is the most important section of the application form as it is where you demonstrate your skills and abilities:

- Think about the job you are applying for and exactly what it involves.
- Read through the application pack thoroughly, particularly the job description and person specification, so that you know exactly what information is required.
- No assumption will be made about your skills and experience, so it is essential that you tell us how you meet the criteria, e.g. the job title 'support worker' will not explain everything you do or how you match what we are seeking so explain what you do as a support worker.
- Ensure you show how you meet the criteria from the person specification and job description.

Please let us know whether or not you have a full driving licence and your licence number. If you are learning to drive, please tell us.

## **Disability**

If you have a disability, please tell us if there is anything we need to know in order to offer you to offer you a fair selection interview, e.g. a signer. Additionally if there is any equipment or support you may require to enable you to do the job you are applying for please let us know. The panel will not see this page of the application form until after the shortlist has been drawn up, so it will not affect your application.

**Referees**

We will need you to provide two referees, one of whom must be your present or most recent employer. If you are a school or college leaver then please let us have the name of your tutor/teacher and the school or college address. If you have been working on a temporary basis through an Employment Agency, then please let us have their details. If you are returning to work after an extended period and have difficulty in providing us with details of your last employer, please explain this and provide an alternative referee.

If you are short-listed, we will want to contact the referees you provide before the interview. If you are not happy for us to contact your current employer, please indicate this on the form.

**Declaration**

Check that you have read and understood the declaration at the end of the application form. Sign and date the declaration before you submit your application. Please note, it is a criminal offence to apply for a post working with children if you are banned under the Protection of Children Act.

**Equal Opportunities Monitoring Form**

We ask that all applicants complete an Equal Opportunities Monitoring Form. The Selection Panel do not have access to these forms during the recruitment process.

Once completed return the form in a separate envelope, marked 'Confidential EO Form' plus the job title, along with your application form. Alternatively, e-mail it to [julesr@lincolnwomensaid.org.uk](mailto:julesr@lincolnwomensaid.org.uk) with 'Confidential EO Form' and the job title in the subject line.