



IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

YOUR APPLICATION FORM PLAYS AN IMPORTANT PART IN THE SELECTION PROCESS. YOUR COMPLETED FORM IS THE ONLY BASIS FOR CONSIDERING YOUR INITIAL SUITABILITY FOR THE POST. THE FOLLOWING ADVICE MAY HELP YOU COMPLETE THE APPLICATION FORM.

SOME POINTS TO BEAR IN MIND BEFORE YOU START

- Look carefully at the job description, person specification and application form. Tailor the form to the post applied for, do not copy the same application for a series of jobs
- Try to complete the form in a concise, well organised and positive way.
- Please use the application form provided, continuing if necessary on additional sheets of paper, headed with your surname, initial and post applied for. Please do not send standard details of your own, i.e. in the form of a curriculum vitae
- Should you require a large print or alternative format copy of the form, please contact the number given in the advertisement.
- Please remember to complete the Equalities and Diversity Monitoring form. This assists us in determining the effectiveness of our policy, and is used for no other purpose. **ALL INFORMATION IS KEPT STRICTLY CONFIDENTIAL**

Section 1: Post Details

The full job title, post number and relevant department should be clearly indicated.

Section 2: Personal Details

Make sure that your name, address, contact and work telephone numbers and e-mail address (if available) are entered.

Section 3: Present Employment

If you are currently employed give details of your present job detailing your main responsibilities and duties.

Section 4: Previous Employment/Appointments

Starting with your most recent previous employer, list all the employers you have worked for. Give the dates you worked for them and their names and addresses. Write down your job title and, for more recent posts, your grade and salary. List all activities, not only employment, where skills and experience were gained e.g. voluntary work. This information, together with you present employment will be used to assess whether you meet the experience requirement of the vacancy. Check that dates are correct and in order.

Section 5: Education

Give a list of all your qualifications including grade/level achieved, starting with those you obtained most recently. Make sure you include everything, we need this information to assess whether you fulfil the essential qualifications for the vacancy.

Sections 6 & 7: Professional Qualifications/ Membership of Professional Bodies

If the vacancy requires a professional qualification as essential criteria, you will need to list your membership body, type of membership, title of qualification and the date it was awarded here. Alternatively, if you have any professional qualifications, although they may not be an essential or desirable requirement for the post please list them here.

Section 8: Other Training

Detail here any other training you have undertaken which may be relevant to the post (e.g. First Aid at Work Training, Assertiveness Course, employer training) along with dates the training was carried out on.

Section 11: Relevant Skills, Knowledge and Experience

This is the most important part of your application. Do not repeat your whole career history. Try and match your relevant skills, knowledge and experience to the essential and/or desirable requirements within the person specification.

It may be helpful to use the criteria on the person specification as headings. Under these headings you could outline the relevant skills, knowledge and experience you have obtained. It is not acceptable to just say you have done something, you must qualify this by giving details of how you did it and what was involved.

Section 12: Reference

You should give the name, address and designation of a referee who should be your current employer (or most recent employer if you are unemployed). If you have not been employed before you should give the name of a person who knows you well enough to comment on your ability to do the job, e.g. your former teacher/lecturer, doctor, or an individual who knows you through voluntary work. References from relatives or partners will not be acceptable.

Section 15: Criminal Convictions

Applicants should ensure that any unspent criminal convictions excluding road traffic offences are disclosed. Should you be unsure if your conviction is spent, you are advised to seek the advice of the relevant HR section or the Citizens Advice Bureau.

Section 17: Disclosure and Vetting of Applicants

If the post which you are applying for provides access to young people or vulnerable adults, your appointment will be subject to rigorous vetting processes including checks by the Criminal Records Bureau and other relevant bodies. The level of disclosure required will be indicated on the job description, and person specification and candidates selected for interview will be provided with information explaining this procedure, together with a copy of the Trust's policy on employing people with criminal convictions. Please give details of any criminal convictions, including date of conviction and sentence imposed.

A criminal record will not necessarily prevent you from obtaining a position.

Information for Candidates

Please submit a separate application for each post applied for.

If you wish to make further enquiries once your application has been submitted please ring the department to which you returned your form quoting post title and department concerned. We regret that if you cannot give this information we may be unable to assist your enquiry

References must not be included with this application form.

Canvassing of Members of the Board of Trustees or Senior Managers of The Trust will disqualify candidates.

We operate an Equal Opportunities Policy in order to ensure that the talent and resources of all applicants is fully realised, regardless of sex, disability, marital status, creed, social standing, colour, race, ethnic origins, age or sexual orientation. No one is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

The Trust's policy precludes the employment of persons over the age of 65 other than for School Crossing Patrols and employees of M CCS.

Current legislation requires the provision of documentary evidence (e.g. National Insurance No. etc) showing that you are entitled to work in the UK. Please note that you will be asked to provide this prior to appointment.

Please check your Application Form to ensure that all questions have been answered, and sign and date the form. If you have additional pages please ensure that they are securely attached. On each additional page you should put your name and the post you are applying for. Send it to the address specified in the job advert, to reach its destination before the closing date.

GOOD LUCK WITH YOUR APPLICATION!