

Completing the Application Form - Guidance Notes for Applicants

The application form is an important part of Astrum MAT's recruitment process. The information you provide on the application form enables us to decide whether or not you are shortlisted for interview and is also used as the basis for the interview itself.

The recruitment pack includes a job description that outlines the main duties of the post and a person specification which sets out the essential criteria for the post. Please read both of them carefully before completing the application form. Remember that the application form is the only information we use to shortlist candidates. CV's do not meet Safer Recruitment requirements and will not be considered.

Some general tips on completing application forms:

- ✓ fill in all the sections of the form as fully as possible
- ✓ read the job description and person specification carefully before completing the form
- ✓ draft your application before submitting
- ✓ keep a copy of your application form for your own records

Completing the Application Form

1. Job Details

All full-time Trust jobs are available for job share unless otherwise stated in the advert. Please indicate if you wish to apply for the post on a job share basis and this will be discussed with you if you are invited for interview. You do not need a job share partner to apply for a post on a job sharing basis.

2. Personal Details (parts 2 & 3)

The information in this section will only be seen and used by those involved in the recruitment process. These sections are **not** seen by the hiring manager/interview panel. If you are appointed it will also form the basis of all personal records and some of the pre-employment checks we may have to conduct.

3. Employment History

If your present, or most recent employment was voluntary, or if you were self-employed, please include the details in this section.

- **Previous Employment**
- This section tells us about your previous employment record. Please include all jobs whether full time/temporary/ part time/ voluntary or any periods of self-employment. Employment dates should be continuous.
- **Employment Gaps**
- If you have had any gaps in employment, you will be prompted to tell us why; e.g. career break, a period of studying, caring for children, unemployment, etc.

4. Education, Training, Qualifications and/or Membership of Professional Bodies

- Qualifications will only be taken into account if they are strictly required for the job.
- We don't expect you to list every exam taken with the level you achieved. For example, if you have GCSE's or A' Levels tell us the total number you attained.
- If you have gained qualifications overseas which you feel are relevant, please give us the details and we will check (if we need to) whether or not they are valid.
- If you are invited for interview you will be asked to produce proof of any relevant qualification(s) e.g. your certificate(s). Similarly, you will also be asked to produce proof of membership of a professional body, if it is a requirement of the post.

5. Supporting Statement (Knowledge, Skills & Experience Relevant to the Post)

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- This is the most important part of the form as it gives you the opportunity to tell us about your knowledge, skills, abilities and experience.
- The Person Specification lists the essential criteria needed to do the job - by 'criteria' we mean the knowledge, skills, abilities and experience.
- The information you give in this section must tell us how you meet the essential criteria in the person specification, for example what you have done, when you did it, how long for, etc.
- Use the criteria in the person specification as headings for your response and give examples which describe your skills, knowledge and experience. When addressing the criteria, please do not only repeat what the person specification states, but give clear examples of how your skills knowledge or experience are relevant to the criteria. For example:

Criteria for an Administrative Assistant	Wrong <input checked="" type="checkbox"/>	Right <input checked="" type="checkbox"/>
Experience of communicating with staff at all levels	I am a good communicator or I have good communication skills and relate well with others.	I have worked in my current job for 2 years and deal with written and telephone enquiries from managers, finance assistants (working in other departments) and suppliers. I also deal with petty cash and process claims for staff within my section. I therefore deal with a range of people on a daily basis. Previously, I worked for 3 years in a small solicitors practice and dealt with written and telephone enquiries from clients and other solicitors.
Criteria for a Gardener	Wrong <input checked="" type="checkbox"/>	Right <input checked="" type="checkbox"/>
Able to use hand tools and equipment, and powered hand tools	I enjoy gardening and am used to using gardening tools.	Although I have no work experience in a horticulture role, I am a keen gardener and have an allotment where I grow vegetables, as well maintaining my garden at home. I have a good knowledge of a variety of flowers and plants. I use hand tools such as trowels, shovels, hoe's, forks and use an electric lawn mower. I also enjoy DIY and have used power tools such as electric drills, sanders, etc for at least 6 years.

- Think about how you gained your knowledge, skills and experience was it through work or through voluntary work, community work, college or school based projects, leisure interests, job clubs, home life, or a training courses?
- If you do not clearly demonstrate to us how you meet the essential criteria listed in the person specification, it is unlikely that you will be shortlisted for interview.

6. References

- You must give details of **TWO** referees who can give us an assessment of your suitability for the post. Personal references are not acceptable. Also, check in advance with your referees that they are happy to be contacted for a reference.
- If currently employed, one of your referees must be your current employer.
- If currently unemployed, one of your referees should be your most recent employer. Otherwise, could your job adviser, or a tutor/trainer (if you have recently undertaken training) act as a referee?
- If you are at school/college/university or have recently left, please give the name of your teacher/lecturer/course tutor.
- If you already work for ASTRUM MAT or have previously worked for us we will automatically seek internal references. This **cannot** be anyone involved in the recruitment process for this role.
- References may be requested during the shortlisting process. Please note that all job offers are subject to the receipt of two references which are satisfactory to the Trust.

If successful after interview, you will be required to undergo a health check process which is appropriate to the post for which you have applied. This normally involves you completing a pre-employment health questionnaire form, which is then forwarded to our occupational health service for an assessment of your fitness for the post. If Occupational Health requires further information from you such as information from your GP, or if they wish to see you, they will contact you directly.

All job offers are subject to the receipt of a satisfactory health check. Unsatisfactory health checks may result in any offer of employment being withdrawn.

7. Guidance Notes for Equalities Monitoring

Why do we monitor?

The reason why we ask you these questions is so we can:

- Treat everyone fairly and appropriately when they use our services,
- In consultations, make sure we have views from all parts of our community.

The Equality Act 2010 makes these aims part of our legal duties. Your answers help us to meet the law and help improve our services.

Your answers are completely anonymous and confidential. Information from forms is combined so you cannot be identified.

We protect your information and keep it safe.

All information is confidential and will only be used under the strict controls of the Data Protection Act 2018.

What do the questions mean?

Date of Birth:

We ask your age to make sure that we don't stop anyone from using our services because they are too young or old (or think that they are too young or old).

Gender:

We ask you about your gender, whether you are male or female, to make sure that our services meet the needs of women and men, boys and girls. Then we also ask this question:

Is your gender identity the same as the gender you were assigned at birth?

For many people their body and their sense of whether they are male or female matches up.

People who are transgender experience that the body they were born into is not the same as their own sense of their gender. Their gender identity is different from the one they were labelled with at birth.

We also add an 'Other' box to the gender choices so that people can define themselves as suits them.

Cultural/Ethnic Origin:

Our ethnic background describes how we think of ourselves. This may be based on many things, for example, our language, culture, ancestry or family history. Ethnic background is not necessarily the same as nationality or country of birth.

It is not possible to list all of the ethnic groups but we have used the ones listed in the census. Please tick the group which is closest to how you see yourself.

Sexual orientation:

We ask about sexual orientation because people who are lesbian, gay or bisexual often experience discrimination or find that services do not meet their needs appropriately.

The law means that we must make sure we don't discriminate against people who are heterosexual, lesbian, gay or bisexual.

Religion or belief:

People with religious or other beliefs may prefer services to be delivered in particular ways (for example not on particular religious holy days, or providing appropriate food for 'meals on wheels').

We use the faiths listed in the census and covered by the law, which include the main religious groups in the country, people of no religion and people who hold other philosophical beliefs.

Disability:

In law the definition of disability is:

A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.

An 'impairment' is an injury, illness or condition that causes a loss or difference of physical or mental function. Disability comes from barriers in society that impact on this impairment.

'Long term' is more than 12 months. 'Day-to-day' activities include getting washed or dressed, reading or writing, household tasks, having a conversation, walking or travelling, and socialising.

Sensory impairment:

Hearing: Deaf, partially deaf or hard of hearing, or

Vision: blind or fractional/partial sight. Does not include people whose visual problems can be corrected by glasses/contact lenses.

Physical impairment:

Mobility: wheelchair user, artificial lower limb(s), walking aids, rheumatism or arthritis etc. or

Physical Co-ordination: manual dexterity, muscular control or

Reduced Physical Capacity: inability to move everyday objects, significant pain and lack of strength, breath, energy or stamina, e.g. asthma, angina or diabetes.

Mental health condition

Substantial and lasting more than a year, eg: severe depression, psychoses etc.

Learning Disability/Difficulties

This affects your capacity to be taught or to communicate. It can affect the way you listen, speak, write, or reason, e.g. dyslexia.

Long Standing Illness

Such as cancer, HIV, multiple sclerosis.

Developmental Conditions:

These are conditions present from early life and may affect language, learning, motor functions. They may include Autistic Spectrum Conditions and Aspergers.

Carers:

A carer spends a significant amount of their time providing unpaid support to family or friends. This could be caring for a relative, partner or friend who is ill, frail, disabled or has mental health or substance misuse problems.

Carers often experience ill-health, mental stress and difficulties with work or education because of their responsibilities.

Armed Forces:

People who are serving or have served in the armed forces may experience a higher prevalence of physical and mental health problems, sometimes as a result of trauma and/or injury. For a number of reasons, people leaving the forces can find it hard to move into civilian life, and to find suitable employment and accommodation.

Our definition includes people who have served in UK Reserve / Auxiliary Forces.

Families of service personnel may find it harder to access education, health care, employment and other services.

If you would like more information, please contact us via the messaging facility on My New Term or call us on 02085907272

Remember: it's all confidential and anonymous and helps us to improve services to meet the needs of everyone.