

GUIDANCE NOTES FOR APPLICANTS FOR COMPLETING THE APPLICATION FORM

The Dorothy Kerin Trust

Burrswood, Groombridge, Tunbridge Wells, Kent

TN3 9PY

01892 863637

www.burrswood.org.uk

Registered Charity No: 1095940



GENERAL INFORMATION

Thank you for your interest in working at Burrswood. The following information is designed to help you complete the Application Form as effectively as possible. If you require assistance in completing the form, or need the form in an alternative format, please contact the HR Department on 01892 865993

Please read the accompanying information pack carefully paying particular attention to the Job Description.

You may provide a Curriculum Vitae along with this form if you wish, but even if you do so **you must still complete all relevant sections of this form in order for your application to be considered.**

Please complete the form using **black ink** as it will be photocopied.

PERSONAL DETAILS

Please complete this section as fully as possible. Please do not provide any telephone numbers that you are not willing to be contacted on. For example, if you do not wish to be contacted at work please do not provide a work telephone number.

DISCLOSURE AND BARRING SERVICE CHECKS

Certain job roles are subject to a Disclosure & Barring Service check (DBS) at Enhanced level. You must provide details of any offences, convictions, cautions or bindovers that you have, and any court cases that are pending.

Because of the nature of the work carried out by the Trust, all posts are exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which would otherwise be considered "spent" under the provisions of the Act. If you are offered employment with the Trust, any failure to disclose convictions could result in disciplinary action or dismissal.

The disclosure of a criminal record will not prevent you from being considered for employment unless the interviewer(s) consider that the conviction renders you unsuitable for appointment. In reaching this decision the interviewer(s) will consider the nature of the offence(s), how long ago it was and what age you were when it/they were committed, and any other factors that may be relevant.

EDUCATION AND TRAINING

Please complete this section as fully as possible. Where specific qualifications are required for the post we will require evidence of your qualifications and these will be checked with the relevant awarding body.

Formal qualifications are not required for all roles. You may have undertaken other training which is just as relevant to the post.

If you are applying for a clinical post please provide us with details of your registration with the relevant professional body.

PRESENT/MOST RECENT/PREVIOUS EMPLOYMENT

This part of the form allows you to demonstrate how your experience relates to the requirements of the job. You are asked to give details of your current or most recent post first and then to give details of previous jobs in reverse chronological order. If you do not have space to list all your previous employment you may use a continuation sheet, making sure that you include your name on each additional sheet.

FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

This section is for you to tell us why you think you are the right person for the job. It gives you the opportunity to demonstrate that you have the skills and experience that are required. You may wish to include information about skills and abilities gained outside the workplace, unpaid or voluntary work experience, and any special responsibilities or achievements in previous employment. However, you may include here anything that you feel is relevant to your application. Please set out the information in a clear and well-structured way and ensure that you relate it to the requirements of the post as set out in the Job Description.

Please continue on an extra sheet if necessary. If you do use extra paper please ensure that you include your name at the top of each sheet.

INTERESTS AND LEISURE ACTIVITIES

It may be that activities that you undertake outside of work have equipped you with skills and experience that may be relevant to the workplace. If this applies to you then please do let us know by completing this section of the Application Form.

REFERENCES

All offers of employment are dependant on the receipt of references that are satisfactory to the Trust.

One of the referees must be your current or most recent employer. If you have not worked for some time, or at all, please give the details of someone who can comment on your ability to do the work that you have applied for.

If you are applying for a counselling post one of your referees must be your current supervisor.

The Trust reserves the right to ask for substitute referees if those you have provided are deemed not to be suitable.

Referees will only be contacted if we are intending to offer you employment and none will be contacted prior to interview without your agreement.

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask all prospective employees to produce relevant documentation to confirm their entitlement to work in the UK. If you are invited for interview you will be provided with full details of the documents that are acceptable and that you will be required to bring with you.

If you are offered employment with the Dorothy Kerin Trust, relevant documentation **MUST** be produced **BEFORE** employment can begin.

DATA PROTECTION

The information that you have given us on your Application Form will only be used for the purposes of recruitment. If you are successful in your application it will be used to set up your Human Resources file and will become part of your employment record with the Trust.

If you are not successful, your details will be held on file for nine months after which time they will be destroyed. If you would like your details removed from our files at any time during this period, please contact the HR Department on 01892 863637.

DECLARATION

Please ensure that you sign and date this section before returning the Application Form. Your signature confirms the accuracy of the information that you have provided. If you are offered employment with the Trust and it later becomes evident that the information that you have provided is false or a misrepresentation, this will result in the offer being withdrawn or, if you have started work, the termination of your employment without notice.

The Dorothy Kerin Trust is a Christian organization. You are not required to have a Christian faith to be employed by the Trust (unless the job carries a Genuine Occupational Requirement). However, we do ask that you treat the Christian Vision and Mission of the Trust with respect and your signature on this Application Form confirms that, if employed here, you are willing to do that.

EQUAL OPPORTUNITIES MONITORING

The Dorothy Kerin Trust is committed to promoting diversity and equality of opportunity. In order to ensure that all individuals are treated with respect and receive fair and equal treatment when applying to, or working for the Trust, we monitor a range of areas as set out on the form. Completion of the form is not compulsory but it will help us to ensure that we continue to work toward equality in all areas. Even if you choose the response "Do not wish to answer" it would be helpful to us to have the form returned.

The Equal Opportunities Monitoring Form will be removed from your application before any shortlisting takes place.

CHECKLIST

After you have completed the Application Form:

- Read through the form carefully making sure that you have fully completed all sections
- If you have added additional sheets please ensure that these are clearly marked with your name
- Keep a copy of your Application Form for your own reference
- Make sure that you have completed the Equal Opportunities Monitoring Form if you wish to
- Return the forms as soon as possible.

WHAT HAPPENS NEXT

The Equal Opportunities Monitoring Form will be removed from your application. The information contained on it will be retained in the Human Resources Department and will not be made available to anyone involved in shortlisting candidates.

Your completed application form will be used to decide whether or not you are selected for interview. We would normally hope to be able to write to you within three weeks from receiving your form to let you know whether or not you will be invited to attend for interview.

If you need any further information, or have any questions about completing the form, please contact The Human Resources Department, The Dorothy Kerin Trust, Burrswood, Groombridge, Kent, TN3 9PY. Tel: 01892 863637.

Thank you very much for completing the Application Form. We appreciate the time and effort that you have put into making your application and we looking forward to receiving it.