



CITY AND HACKNEY MIND – GUIDELINES FOR APPLICANTS

Please read the following notes carefully as the decision to shortlist you for an interview will be based on the information you provide on your application form.

The Job Pack

In addition to the application form your job pack contains a job description, person specification, a policy statement and our equal opportunities monitoring form:

The Job Description outlines the purpose, duties and responsibilities of the post. The information provided will help you decide if you want to apply for the post.

The Person Specification sets out the minimum skills, knowledge and experience required to the job. Your application will be assessed to see if you meet the requirements of the person specification.

Equal Opportunities Monitoring Form. As part of our commitment to Equal Opportunities in employment, we monitor all job applications to check that we are attracting and selecting applicants from all groups within the community. The form will be separated from your application form before shortlisting. Your completed monitoring form is confidential and is not used as part of the selection process.

Filling in the application form

Name and Address. Make sure that your name, address and phone number (if you have one) are written or typed clearly on the front of the form.

Suitability Statement. This section is where you make your case for selection. You may find it helpful to do a rough draft first. It is important that you read the Person specification and give evidence of how you meet all the essential criteria. Please address each point of the Person Specification. Give examples that demonstrate this, using active words e.g. " I planned/organised etc. Think through all your previous posts/ voluntary work and consider any experience that you have gained outside work, such as community, life and leisure interests.

Any training you have undertaken may also be relevant and should be included. Holding an educational qualification will only influence shortlisting if it has been specifically recorded as an essential criterion.

Criminal Convictions. You are required to disclose any convictions which are not 'spent' under the Rehabilitation of Offenders Act 1974. Under the Act some convictions become spent or forgotten after a rehabilitation period, following the date of conviction. You are not normally obliged to mention spent convictions when applying for a job, **however this post is an exception because of the nature of working with vulnerable adults.** Any information that you provide will be treated as confidential and will only be considered in relation to the job you have applied for. Having a conviction does not automatically prevent you from applying for the job. The offence will only be taken into account if it is considered to be one which would make the applicant unsuitable for the type of work to be done. You *may* be required to have Criminal Record Check by the Criminal Records Bureau. This *may* include a check under the Protection of Vulnerable Adults (POVA) Scheme.

For more information on spent convictions, rehabilitation periods, rights etc. please contact the National Association for the Care and resettlement of Offenders (NACRO) 020 7582 6500.

Referees. Please supply details of two people who can provide a reference for you. If at all possible please provide references from your current and previous employers (paid/unpaid work) (references will not be taken up prior to interview). The successful applicant will be offered the post subject to satisfactory references.

Curriculum Vitae

Please include CVs as it will be considered along with the application pack.

The Selection Process

After the closing date all applicants will be considered against the Person Specification only. This applies to both external and internal applicants. Only the evidence given in the application form and CV will be taken into account, no assumptions will be made on your skills and experience. You are expected to meet all the Essential criteria. Desirable criteria are skills, knowledge and experience that are needed to do the job but which may be learned in post. They will be used if a large number of candidates meet all the essential criteria.

SOME POINTS TO BEAR IN MIND

Don't submit the same application for all jobs, pay attention to the specific requirements of each post.

Before sending in the form check that you have answered all the questions.

Ensure that you enclose the Equal Opportunities Monitoring Form with your application.

Make sure your form reaches us on or before the closing date. We are unable to consider late applications.

If an Interview date has been specified, check that you are available on that date as it is usually not possible to rearrange interview dates.

You will be contacted within 3 weeks of the closing date only if you have been shortlisted.