

APPLICATION NOTES

Thank you for your interest in this post. The decision whether or not to invite you for interview will be made on the basis of the information you provide on the enclosed Application Form. The notes below are designed to help you make the best of your application and to help us process it efficiently.

General

1. Please complete the application form in **black or blue ink or type** as it will be photocopied.
2. **Curricula Vitae** may be sent but will only be used as supplementary information.
3. Use **additional sheets** for any question if necessary.
4. Have the **Role Requirements** in mind when answering all sections and provide concise examples of how you meet the role. Please include transferable skills.
5. All applicants will be required to produce documentary proof of **eligibility to work in the United Kingdom**.
6. If you have any access requirements for interview, have any difficulties completing the form or require any further information, please contact

Tel: 01273 89 40 40 or email: support@possabilitypeople.org.uk

Post Applied For

Make sure you fill in which post you are applying for in the space provided at the top of the application form. Also indicate whether you are applying for a full or part-time post (or both) if both have been advertised.

Previous Employment

Provide only those addresses and phone numbers that it would be appropriate to contact you at before an offer of employment were made

Include all paid employment over the last ten years.



Education & Qualifications

Only supply details you feel are relevant to this post.

'Membership Number' refers to certain professional qualifications.

Experience Relevant to the Post

Read the **Person Specification** within the Job Description carefully and make sure you consider the items on it.

Include paid work, voluntary or unpaid work and any life experience you feel is relevant to the post.

References

Offers of employment will only be made when satisfactory references, DBS check at enhanced or basic level, medical clearance, and proof of eligibility to work in the UK have been obtained.

Written testimonials (i.e., 'to whom it may concern' letters) are not acceptable.

If you are not in paid employment, have not been for some time and have worked as a volunteer, you may wish to give the name of your supervisor. You may also consider giving the name of a professional person who knows you well, for example a priest, dentist, doctor, local magistrate, solicitor. If you are unable to give employment or educational referees, please state the reason on your application form. We will consider this on an individual basis and applicants will not be penalised for this if there is a genuine difficulty.

We are unable to accept references from friends, neighbours, or relatives.

Referees may be contacted prior to your interview (if you are short listed) unless you request otherwise.

If you are in any doubt about whether a referee would be acceptable or not, then please contact administration.

Equal Opportunities Monitoring

To help us monitor the effectiveness of our Equal Opportunities policy, all candidates are requested to complete an Equal Opportunities Monitoring Questionnaire. This is confidential and does not form part of the decision to select for interview or appoint.

Please Note:

Depending on the volume of enquiries received means that we cannot acknowledge receipt of your application.

All Staff Appointments will be subject to satisfactory DBS Clearance at the enhanced level.



IN CONFIDENCE

Notes for applicants:

1. Please complete this form in black or blue ink or type as it will be photocopied.
2. Curricula Vitae may be sent but will only be used as supplementary information.
3. Use additional sheets if necessary.
4. Please return this form to **support@possabilitypeople.org.uk** or marked 'Private & Confidential' to:

**Possability People
At Home
3 Rutland Gardens
Hove
East sussex
BN3 5PA**

Please refer to the **Application Notes** before beginning to complete the form. If you have any difficulties in completing the form, please contact Admin on **01273 89 40 70** or email **support@possabilitypeople.org.uk** or contact us at the above address.

Personal Details:

Surname:

Forename or Initials:

Address for Correspondence:

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Email Address:

Daytime Telephone Number:

If this can be used

Evening Telephone Number:

If this can be used

Where did you hear about the post?:



Employment (most recent first):

Employer	Department and Post Held	Grade, Salary or Wage	Date From

Add more rows or sheets of paper as necessary.

Volunteering (Most recent first):

Organisation	Role	Reason for Leaving	Date From	Date To



Education & Qualifications of Relevance:
Please begin with the most recent.

Examination or Qualification and Method of Study	Examining Body, Educational Establishment, or Membership Number	Date or Expected Date of Qualification	Level and Grade

Add more rows or sheets of paper as necessary.

Hobbies/Interests

Please outline any hobbies or interests you may have.

Other information:

Please provide any other information to support your application.



Rehabilitation of Offenders Act 1974:

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are not entitled to withhold information when asked about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Information given will be completely confidential.

Have you ever been found guilty of a criminal offence? Yes ☐ No ☐

If yes, please give details:

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DBS Check: If you leave the post within 6 months you will be required to pay the full cost of your DBS check.

Equality Act 2010

Do you have any access requirements which might require the Possability people for At Home to make reasonable adjustments in order for you to attend interview?:

Yes ☐ No ☐

At Home Possability people welcomes applications from disabled people. If you have answered Yes to the question above, you will be contacted to discuss any access requirements prior to being invited to interview.

Asylum & Immigration Act

Please provide your National Insurance Number:

If interviewed, you will be asked to produce an official document showing your name and National Insurance number (e.g. P45, pay slip, P60, NI card, letter from a Government agency or Ministry etc.) or one of the documents listed below prior to starting your employment.

If you are not able to give your National Insurance Number, do you have evidence of your entitlement to work in the United Kingdom? - e.g.:

- a passport confirming that you are a British Citizen or a European Economic Area national, or that you are otherwise entitled to live and work in the UK;
- a birth certificate confirming birth in the UK or Republic of Ireland;
- a letter from the Home Office naming you and confirming that you are allowed to work.

Yes ☐ No ☐



Referees:

Please supply the names and addresses of **two referees**, one of whom must be your current or most recent employer, college or school. Referees of shortlisted candidates will be contacted prior to interview unless you request otherwise.

Name 1:

Address:

Email Address:

Tel.Number:

Relationship:

May we contact this referee prior to interview?

Yes ☐

No ☐

Do you wish to be informed before this referee is contacted?

Yes ☐

No ☐

Name 2:

Address:

Email Address:

Tel.Number:

Relationship:

May we contact this referee prior to interview?

Yes ☐

No ☐

Do you wish to be informed before this referee is contacted?

Yes ☐

No ☐

Declaration:

I declare that the information given in this application is correct to the best of my knowledge. I understand that, in the event of employment, I could be dismissed if I have deliberately given false information.

Signed:

Date:

Last Updated: Gemma Almeida 14/12/2022

