



Guidance Notes for Applicants on Completing Application Form

Completing your application form

Please read the following carefully before completing your application form paying attention to the Job Description and Person Specification.

- It is vital that you take care in completing the application form as fully as possible. We cannot make assumptions about your experience, knowledge, skills, and/or abilities.
- We will use the information on your form to assess whether you have the right experience, knowledge, skills and/or abilities needed to do the job.
- We do not accept CVs in lieu of application forms as a CV on its own is unlikely to demonstrate that you fully meet the job requirements.

Section 1 Contact Details

Please complete this section fully.

If you are currently working, please make sure you indicate if you do not wish to be contacted at work.

Section 2 Asylum and Immigration Act 1996 – Eligibility to Work

Please read and complete this section fully, relevant documentation will be checked for the successful candidate.

Section 3 Employment Record

Please complete this section in date order, beginning with your most recent job and listing all work undertaken since leaving school/college. You must include all previous employment.

Please continue this section on a separate sheet if necessary.

Section 4 Education & Training

Please complete this section as fully as possible, we will require evidence of your highest and/or relevant qualifications before confirming an appointment and may check your qualifications with the relevant body. Qualifications are not always essential for all posts: you may have undertaken other training that is just as relevant to the post.

Section 5 Knowledge, Skills, Abilities & Experience

This is the most important section and must be completed fully.

During the short-listing process your skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification.

It is therefore very important that you address all the areas identified in the person specification separately and in order given, give specific examples as to how you meet the selection criteria.

You may have gained relevant experience through paid employment, or voluntary work in the community or in a school environment etc.

Section 6 References

All offers of appointment depend on receiving references satisfactory to Minik Kardes. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer.

If you have not worked before, give name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Minik Kardes reserves the right to ask substitute or additional referees, if the one you have provided is not deemed to be suitable.

Requests for references will normally, but not always, be sought after the interview when a provisional job offer has been made. However, for posts with substantial access to children and/or vulnerable adults, the request for references will normally be made prior to interview.

We will specifically enquire if disciplinary action has ever been taken against you or was pending, and details your sickness record.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- The third party has consented for it to be released

Or

- Your right to know this information and its source outweighs the right of privacy of the third party.

Section 7 Declaration of Criminal Offences

You must give details of any warnings, offences, convictions, cautions or binding orders you have, or any court cases pending. Under the Rehabilitation of Offenders Act 1974, you do not have to disclose information on spent convictions.

Jobs that involve access to persons who are disabled or addicted to drugs or alcohol or under 19 or over 65 are exempt under the Rehabilitation of Offenders Act 1974 by virtue of the Exception Order. In this case, you must reveal details of all conviction spent or otherwise.

These posts are also subject to the Disclosure and Barring Services (DBS) – If an offer of employment is made, you will be required to and apply for an enhanced DBS check.. Confirmation of appointment will be subject to satisfactory clearances from the DBS.

Section 8 Declarations Statement

Please read this section carefully before signing your application form.

Failure to disclose this section will disqualify you from being appointed.

Section 8 Personal Details

In order to make sure that Minik Kardes' policy on valuing diversity is working effectively, monitoring information needs to be collected and analysed. This information is confidential and will not be used for selected purposes.

Section 9 Disability

Minik Kardes is committed to give all disabled applicants who meet the essential criteria in the person specification the opportunity to be interviewed.

If you answer YES to the question asking if you have a disability or medical condition and require any specialist arrangements at interview please add these in the boxes provided under Disability.

You will be asked at interview stage if you require any adjustments that would assist you at work if you were to be successful.

Section 10 Health record

Please state the number of days absent from work due to sickness in the past 24 months. If you are unsure of your sickness absence, please contact your employer who should be able to advise you of your record. This information will be checked against your references.

Section 11 Advertising Monitoring

This information is required to ensure that Minik Kardes can monitor the effectiveness of its recruitment advertising.

Checklist

- Read through your completed application form carefully, making sure you have fully answered all questions.
- If you have completed separate sheets, make sure that these are numbered and clearly marked with your name.
- Keep a copy of your application form for reference.
- Make sure you return the application form in plenty of time before the closing.

We will not accept faxed copies.

What Happens Next

Your completed application form will be used whether or not you are selected for an interview.

If successful, you should normally hear within 3 weeks of the closing date.

If you do not hear from us within 3 weeks you must assume that you have not been successful.

Regrettably, due to the high volume of applications, we are unable to contact you again unless you are successful.

Thank you very much for your application and recruitment monitoring form. We appreciate the time and effort you have taken to complete it.

Minik Kardes Contact Details

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