



Guidance notes for applicants on completing your application

General Information

The following information will help you complete your application form as effectively as possible. If you require assistance in completing the form contact

s.flaherty@mk-thefactory.org

Applicants are appointed based on their experience, knowledge, skills, and abilities needed for the role. All those involved in recruitment and selection receive appropriate training. We also ensure wherever possible that panels are of a diverse make-up (for example gender, ethnicity, and age, and where appropriate consider a range of perspectives with a representative service user).

Applying these principles in practice means that:

- All appointments are above suspicion of patronage
- Selection is fair, transparent, and objective.
- Those appointed have the necessary experience, knowledge, skills, and abilities

Steps to applying for a job

Read the job advert carefully. It will give you information to help your application, as well as the salary, hours, and location. Look at any attached documents too – especially the job description and person specification which tell you the detail of the job, plus the skills, experience, knowledge, and qualifications you need.

- 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.

Your supporting statement

Your supporting statement is probably the most important section on the form. It massively affects the decision on whether to invite you for an interview. A good supporting statement clearly and concisely explains how you meet all the essential criteria for a post. If it doesn't, the manager reading it could easily assume you aren't right for the job. During the shortlisting 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 the order given (E1, E2, E3 etc).

Try to give examples for all the essential criteria. Think about relevant skills and experience you've gained in a paid job, volunteer role, work experience placement, school,

university, or other area of your life. For example, if the job asks for someone who works well in a team, you could write something like: "I worked on a group project in my previous work experience placement. My role included working with others to develop and deliver the final presentation. Teamwork was crucial to its success." Do this for each of the criteria. All person specifications are different so if you save your application form, make sure you change the information to suit each job you apply for. Now make sure you've completed the rest of the form correctly, and included all your work history (including work experience and volunteering), qualifications and other courses

References

All offers of appointment depend on receiving references satisfactory to Minik Kardes. This must cover a minimum employment period of 3 years. 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 may ask for 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 conditional 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.

Obtaining references can often causes long delays. Please help us to speed this up by checking that you have:

- Included up-to-date contact details for your referees – including an email address
- Checked that your referees are happy to give you a reference
- Informed your referees that we'll be contacting the

Declaring a criminal conviction

Having a criminal conviction doesn't necessarily mean that you won't be offered a job with us. Each case is considered on an individual basis, in compliance with the Rehabilitation of Offenders Act. We'll look at things like how relevant the incident was to the post you've applied for, how recent it was, and if there appears to be a pattern of offending.

It's important that you honestly answer questions about any conviction, caution, warning, reprimand or bind-over. If you don't, this is fraud and any job offer may be withdrawn, or in some circumstances you could be dismissed from a job. Depending on the post, you may also need to:

- Declare these even if they are considered spent. 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.
- Have a Disclosure and Barring service (DBS) check.

- Have additional, more in depth checks surrounding the protection of vulnerable adults and children.

All conditional job offers will be subject to a successful DBS clearance where required for the job role.

Disability

Minik Kardes is committed to ensuring that employees who have a disability are given every possible assistance in the workplace. We are committed to providing support to applicants who request reasonable adjustments to be made during the recruitment process and throughout their career with us.

The Disability Discrimination Act (DDA) covers a wide range of conditions, including long-term health issues such as migraine, asthma, eczema, heart conditions and mental health issues. A condition is covered by the DDA if it has a significant negative effect on your ability to carry out day-to-day activities and has lasted, or is likely to last, for more than 12 months. If you'd like us to make any adjustments for your interview, then please make sure you complete the relevant section of the application form.

You don't have to discuss your disability or health condition at interview, but we encourage you to if you might need adjustments making for work. If you don't feel able to do this, then it's important that you discuss this with the recruiting manager as soon as possible after you receive your offer letter. This will enable us to make the preparations we need, ready for your first day.

Checklist

- Read through your completed application form carefully, making sure you have fully answered all questions.
- Make sure the spellings and dates etc are correct, double check and ask someone to read it if possible. An application form is a legal document, so its vital to complete it honestly and accurately,
- 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.

What Happens Next

If you're unsuccessful in your interview, we'll let you know by email. You can get feedback on your interview from Minik Kardes upon request. This may be pre-arranged at your interview in the event you are unsuccessful. If you are successful, we'll make an offer of employment (Conditional Statement of Particulars) subject to satisfactory references, health clearance, Disclosure and Barring Service Clearance (if applicable) right to work in the UK and qualification/professional registration checks. This formal conditional offer will be in writing via email. If you accept the offer, we'll begin to work on your pre-employment clearances.

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

Contact Details

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June 2022