

Guidance

Completing the Application Form

Please read the application form thoroughly and complete it in type or **black ink** to aid photocopying. Please ensure that you complete **all** sections.

Your application will be treated in the strictest confidence. Where answers require additional detail, this should be provided on an additional sheet of paper. Application Forms **must** be completed in full. The information that you provide in your application form and other supporting information is the only information we will use in deciding whether or not you will be short listed for interview.

Work Record

Start with your present or previous employer and then list the work you have done previously. Please detail any gaps in employment as fully as possible. If you have never been employed or have been unemployed for some time, please give details of other experience or training. Please also provide details of any unpaid or voluntary work. Further information may be added on a separate sheet if necessary.

Additional Information

Here you should explain why you should be chosen for the job. You must decide from the further particulars/job description/person specification whether you have the necessary skills and experience to apply for the position, and provide examples of how you meet the criteria of the post.

Disability

If you are a disabled person and you require adjustments to be made to the application or interview process please contact us to discuss your requirements. Please let us know if you require the documentation in an alternative format or by email. It would be helpful if you could contact us immediately you are notified of an interview in order that we can make any necessary arrangements for you. The Association is committed to ensuring that Reasonable Adjustments are provided, where appropriate and practicable, for any disabled employee.

Sickness Record

Please state how many days sickness absence you have taken within the past 24 months, clearly indicating length of each separate period of absence (i.e. number of days), reasons for absence, and month absence occurred in. Should your application progress to the interview stage, information supplied will be confirmed with your current/most recent employer when obtaining a reference.

Criminal Convictions

All declarations are subject to Rehabilitation of Offenders (Bailiwick of Guernsey) Law 2002.

A criminal record will not necessarily be a bar to appointment within the Association.

Disclosures of convictions may be requested in relation to posts where there is substantial direct contact with persons under the age of 18, or with vulnerable adults.

Applicants will be treated on an individual basis, in relation to the specific job and the relevance of any conviction(s). A disclosure via the Home Department will only be sought for a relevant position once an individual has been offered a post subject to the disclosure being satisfactory. We will discuss the relevance of any convictions at the interview. However, failure to reveal information that is directly relevant to the positions sought could lead to the withdrawal of an offer of employment. If a disclosure is required and that process reveals previous convictions, the contents of the disclosure will be discussed with the applicant prior to any withdrawal of a conditional offer of employment.

Information concerning convictions that is disclosed on the monitoring form will only be seen by those who need to see it within the Association.

References

References will only be taken up for short listed candidates. Please give the name, address, telephone number and email address (if known) of at least **two** referees. **Including your existing or previous employer**, to whom reference may be made in support of your application concerning your professional ability and performance at work. If this is your first job, one reference should be from your head teacher, lecturer or similar. Please ensure your referees are in a position to respond promptly as no appointment will be made without receipt of satisfactory references.

Completed applications must be returned by the closing date shown on the job advertisement and sent, by email to [email address] or by post to the address on the header of this application form.

