Guidance Notes for Applicants

These notes are designed to help you complete the application form and to explain how we recruit fairly, inclusively, and in line with Disability Confident standards.

1. Completing the Application Form

- Please complete all sections as fully as possible, using clear and concise language.
- You do not need to submit a CV unless we specifically ask for one.
- If you need more space, you may continue your answers on a separate sheet. Please include your name and the section heading on each additional page.
- We assess applications against the **essential criteria** listed in the person specification.

2. Fair and Inclusive Recruitment

To ensure fairness:

- Personal details and equality monitoring information are removed before shortlisting
- Selection panels only see information relevant to your skills, experience, and suitability for the role
- We use objective criteria to reduce bias and promote equality of opportunity

3. Disability, Health and Reasonable Adjustments

We are a **Disability Confident Employer** and are committed to removing barriers for disabled applicants.

- You are not required to disclose a disability unless you choose to do so
- If you do disclose, this information will **not** be used to make selection decisions
- Information is used solely to consider **reasonable adjustments**

Reasonable adjustments may include, for example:

- Alternative application formats (Easy Read, large print, digital)
- Additional time for assessments or interviews
- Adjustments to interview location, format, or questions
- Workplace adjustments such as equipment, working hours, or environment

If you identify as disabled and meet the essential criteria for the role, you will be offered an interview under our **guaranteed interview scheme**.

4. Criminal Convictions

You are only required to disclose **unspent criminal convictions**.

- Having a criminal record will not automatically exclude you from employment
- Each disclosure is considered individually and confidentially
- Information is assessed in relation to the duties of the role

If disclosure is required, details should be provided as instructed and will not be shared with the selection panel.

5. Right to Work in the UK

All applicants must have the legal right to work in the United Kingdom.

If shortlisted, you will be asked to provide appropriate documentation, such as:

- Passport
- Birth certificate
- Biometric residence permit
- Other Home Office–approved documentation

6. Employment History

Please provide details of your employment, training, or relevant experience starting with the most recent.

- This may include paid work, voluntary work, placements, or internships
- Career breaks, caring responsibilities, or periods of ill health do not disadvantage your application

7. Education and Qualifications

List any qualifications that are relevant to the role.

- You may be asked to provide certificates if invited to interview
- Equivalent qualifications or experience will be considered where appropriate

8. Skills, Experience and Personal Qualities

This is the most important part of the application form.

- Use this section to demonstrate how you meet the essential/desirable criteria
- Focus on your **strengths, transferable skills, and achievements**
- You may draw on work, education, volunteering, or lived experience

We value potential as well as experience.

9. References

Please provide two referees who can comment on your suitability for the role.

- One referee should normally be your most recent employer or tutor
- References will only be taken up after a conditional offer of employment, unless stated otherwise

10. Equality Monitoring Information

Completion of the equality monitoring form is voluntary.

- This information is not seen by the selection panel
- It is used anonymously to help us monitor fairness and improve our recruitment practices

11. Data Protection

All information provided will be handled in accordance with the UK GDPR and the Data Protection Act 2018.

- Recruitment information is retained for up to 6 months if you are unsuccessful
- If successful, relevant information will form part of your personnel record
- Data is stored securely and only accessed by authorised staff

12. Support and Accessibility

If you require support completing this form, or need it in an alternative format, please contact Recruitment using your preferred method.

We are committed to making our recruitment process accessible, inclusive, and supportive for everyone.