

BID Huntingdon Ltd Guidance Notes for Applicants

February 2019

Scanned copies will be accepted by email or post to BID Huntingdon Ltd as instructed on the application form

Personal Details

Please complete all the boxes relevant to you.

Where you supply a work telephone number if we need to contact you we will not identify in any way who we are or why we are calling.

Employment Status

Under the Immigration, Asylum and Nationality Act 2006 all employers are required to establish that all employees are legally entitled to work in the UK. As well as completing this form, should you be successful in your application, you will need to produce the relevant original documentation to support this prior to commencing employment.

References

When providing names and details of referees, please ensure that at least one of them is your present or most recent employer. If you are not currently in employment and/or your last employer cannot give you a reference because the organisation no longer exists, you should attempt to get a reference from a professional person. If you have just left school, college, university or some kind of recruitment/skills agency, you should use your contact there as a referee.

References should not be provided by relatives, partners or close friends. If you have any problems with providing names of referees, please discuss this with us.

Disability

Under the Disability Discrimination Act 1995/2005, a disability is defined as 'a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities'.

Those candidates who declare a disability and who fulfill all the essential criteria on the person specification will be selected for interview.

The details you supply to this point on your application form will be stored separately to the information on the rest of the form and will not be used as a basis for decision-making within the selection process.

Current or Most Recent Employment

This should be completed if you are currently working. This relates to both paid work and voluntary work or work experience that you may be undertaking currently. If you are not currently working then use this section to tell us about your most recent job.

It is helpful if you tell us:

- What you do and what tasks and responsibilities you have
- About any tasks or responsibilities you think are relevant to the job you are applying for
- Why you want to leave (if you would be resigning from a post)

Previous Employment

You **should not** include the post you have detailed in the section for current or most recent employment.

This is your opportunity to tell us about all the jobs (paid and unpaid) you have had in the past including an explanation for any gaps in employment. Please list your experience in chronological order with the most recent first.

Secondary Education

In this section you need to list any qualifications you achieved whilst at school, if you are awaiting results please indicate this.

Further Education

Please use this section to inform us of any qualifications obtained in further education at college or university. As with secondary education if you are awaiting results please indicate this.

Relevant Courses/Awards

Please tell us about any short courses that you have attended, or any certificates or awards that you have received that you feel may be relevant. You may have attended a workshop with an employer some time ago but it may still be relevant.

Supporting Statement

This is your opportunity to tell us about yourself, and how you best fit the requirements of the job. In order to be selected for interview you need to demonstrate to us that you meet all the essential criteria on the Person Specification. If too many applicants meet all the essential criteria, the shortlist will be reduced by selection of those who meet some or all of the desirable criteria. When describing your experience, it can be a good idea to give specific examples of real-life situations demonstrating your ability to perform certain tasks required.

When completing this section it would be good to think about experiences, skills, knowledge or competencies you have developed in all areas of your life that can be transferred into the workplace.

Always refer back to the Job Description and Person Specification before you finalise your application form. CV's will not be accepted as a substitute for a completed application form. A CV will be considered alongside a completed application form.

Cautions and Convictions

Please answer these questions.

This post will require an Enhanced Disclosure and Barring Service (DBS) check and this will be sought in advance of an appointment.

If you have any convictions which are **'Unspent'**, please tell us about them, however minor.

You should be assured that declaring an offence will not necessarily bar you from employment with BID Huntingdon. However it is essential to base decisions on a full and accurate application.

Declaration

This section requires you to sign and date the form confirming that you have submitted a true and accurate application form and that you have read all the guidance notes which are relevant to you in applying for this position.