

GUIDANCE NOTES for completing Application Form

Please read these notes carefully before completing your Application Form. This is important as it provides the only information we use to assess your suitability for the job and our decision whether or not to progress your application.

General points

- Be sure to fill in the post title to ensure that you are to be considered for the right post.
- If you have a disability and need any help in completing the form, please contact us.

Qualifications and training

- As some jobs require no formal qualifications, do not be put off if you have nothing to write in this section.
- As well as telling us about the exams that you have passed, you should also include information about any relevant courses that you have completed.
- Include all qualifications and training which may be part-time as well as full-time.

Work history

- The form asks you to give details, to the nearest month and year, of previous jobs held, and account for any gaps in your employment record. If you have previously worked in a position whose duties included work with children or vulnerable adults, we are required under Adoption Support Agency Regulations to seek verification of the reason why the employment or position ended.
- Some people will have developed relevant skills through part-time or voluntary work. If you include any voluntary work, list the name and address of the group(s) involved.

Relevant experience

- This section gives you the opportunity to demonstrate why you are suitable for the post. **Before completing it, refer to the job description and person specification for the job.**
- The job description outlines the main duties of the post and the person specification **contains a description of the skills, experience, and qualifications** necessary to carry out these tasks.
- **Here it is essential to relate your experience to the information given in job description and person specification by giving specific examples.** For example, telling us what **you** did in your job rather than what the team did and how **you** demonstrated a particular skill, rather than simply saying that you have it. **Please ensure you address all of the points identified on the person specification which will allow you to demonstrate your suitability for the position you have applied for.**
- You may wish to draw on skills developed outside of work, whether home-based or social/community activities. These might include running a club or voluntary group, bringing up children etc, as well as previous/present employment, study and training.

References

- As an Adoption Support Agency, safeguarding and protecting children and vulnerable adults is an integral part of our work. We are rigorous in our reference checks for this reason.
- For posts in Children's Services **all** references will be taken up following the interview. However, any job offer will be made on the basis of having received satisfactory references.
- References **must** cover the last 5 years of your employment (up to a maximum of four) and include one from your current line manager.

- If you are unemployed, include your last employer, and if you have worked in a voluntary or unpaid capacity e.g., as a member of a Parent-Teachers' Association, you could include the chair of the committee among your references.

Criminal convictions

- If the vacancy is exempt from the Rehabilitation of Offenders legislation, you must still declare **any** cautions, convictions or reprimands on a separate page and tell us if there are proceedings outstanding against you.
- If the post is not exempt from the provisions of the legislation, but you have an "unspent" caution, conviction or reprimand, you should also declare this on a separate page.
- Having a criminal record does not automatically prevent you from being considered for a job, as we will take into account all the necessary details and their relevance to the job. If you are short-listed, this will be discussed with you at the interview.

Disability

- Post-Adoption Centre has a policy of guaranteeing an interview to any applicant who has a disability and who also meets the essential short-listing criteria. However, in order to ensure that this happens, please can you complete the disability question on the application form.

Equal Opportunities monitoring

- Post-Adoption Centre is committed to achieving equality of opportunity and continually monitors the effectiveness of its policy. To do this we ask applicants to supply information about their ethnic origin, gender, age, sexuality and whether they have a disability. **The information is confidential and is not seen by the selection panel.** It will also only be used to monitor our recruitment and selection process. Using this information we can work to ensure that no-one experiences unfair discrimination.

Returning the Application Form

- Please keep a copy of the form. The interview will include questions about information given.
- Return the form by post to Gilly Wesley, Post-Adoption Centre, 5 Torriano Mews, Torriano Avenue, London NW5 2RZ or by email to gilly@postadoptioncentre.org.uk by the closing date. If it arrives late, we may not be able to consider you.
- Remember we are only able to measure your suitability from the information you provide.

If you require any further advice on any of the above, please phone or email Gilly Wesley,