

## **Guidelines on completing the application form**

### **General points**

Thank you for your interest in Crossroads Care . These notes are intended to help you complete the application form.

Please complete the application form in black ink or type. We use this application form to decide whether you will be given an interview so please fill it in very carefully.

### **CVs**

Please complete all sections of the application form. Only applications made on the form are accepted, we do not accept CVs. If you need more space for a particular section then continue on a separate sheet of paper. Please do not put your name on any additional sheet. This will help us to adhere to our Equal Opportunities Policy.

### **Personal details – Part A**

This part of the form will be removed before short listing takes place to ensure decisions are not influenced by unfair or unlawful discrimination.

### **Referees**

If you have been in employment for some time you must give your last two employers as referees. If you have only one previous employer you may give the name of any other person who can provide a reference for you but this should not be a partner or a member of your family. If you are currently self-employed you may use a client as a referee. If you are still in full time education and applying for your first job, please give details of someone in authority from an educational establishment.

### **Criminal convictions**

Appointments are subject to a satisfactory enhanced disclosure from the Criminal Records Bureau. The CRB disclosure can, also reveal, where appropriate, whether a person is barred from working with vulnerable adults or with children because of their inclusion on the Vulnerable Adults List or the Children's List administered by the Independent Safeguarding Authority (ISA).

Because of the nature of this work; providing support to carers, you need to provide information about any criminal record you have, spent or unspent. This includes cautions, reprimands and warnings recorded by the police centrally.

If you do have any previous or outstanding convictions, cautions, reprimands or warnings, you will only be asked to supply details if you are invited for interview. You will need to give written details of the offence, the penalty and dates. This should be put in a sealed envelope and given to the interviewing panel on the day of the interview. The information will be completely confidential to the appointing panel. It will only be opened if you are considered for the appointment. Having a criminal record will not necessarily bar you from working at Crossroads Care. This will depend upon the nature of the position and the circumstances and background of your offences.

**Sickness absence**

Please state the number of days sickness absence you have had in the last two years. If you wish you may give brief details.

**Education, qualifications and information in support of your application – Part B****Employment history**

Please give details of your present post together with the full name and address of your employer. It is **essential** that Carer Support Workers provide a full work history. Please account for any gaps either in the training/education section or by saying if you were unemployed and the dates the period of unemployment started and finished.

**Information in support of your application**

Selection for interview will be made on how well you demonstrate you meet the criteria in the person specification and job description. Read through the job description and person specification and think of an example from your present or most recent job that show you have the required skill or experience. If you are unemployed or have been out of paid employment for some time, or have just left school/college/ university, you may wish to include relevant experience from voluntary work or education. Do continue on additional sheets if necessary.

**Data protection**

If your application is unsuccessful, the information on your application form will be kept for six months and then destroyed.

**Disability Discrimination Act**

We accept applications in a number of formats including audio and large print. A disability is defined under the Act as a physical or mental impairment which has a substantial and long term (more than 12 months) adverse effect on a person's ability to do normal activities. If you tell us you have a disability we will make reasonable adjustments for you at interview, to where you work and to your working arrangements.

**Equal opportunities form**

Please complete the equal opportunities form to help us to monitor our recruitment process. The equal opportunities form will be separated from the application and the information given will be used for statistical purposes only.

**Acknowledgement of applications**

I am afraid we are not able to respond to everyone who applies for a post. We do appreciate the time you have taken with your application and thank you for your interest in Crossroads Care.