

SCUK Application Guidance Notes

Guidance notes on applying for a job with SCUK

Your application form is an important part of SCUK's recruitment process – it is how we get to know you and assess your ability to do the job. It enables us to decide whether or not to shortlist you for interview and therefore plays a vital role in the recruitment process. This section is designed to help you complete the application form.

We do not take into account any previous applications or prior knowledge of you. SCUK do not accept CV's and asks all applicants to complete our application form. If your application is not fully completed or is marked 'see CV' it will not be considered. This is in line with our Equal Opportunities Policy and Safer Recruitment Processes and ensures that information about candidates is presented in a standard format. The exception to this is candidates with a disability where a CV might be the most convenient method of application.

How we shortlist

When we shortlist, we look at your experience, skills, knowledge, attainment and other information **in line with the job description and person specification**. You will find copies of these on the website.

The job description outlines the main responsibilities and duties of the post, and a person specification describes the skills, knowledge, abilities, experience and qualifications that you require to fulfil these duties.

Please ensure you read the job description and person specification before you begin to complete the form so you have in mind the skills and knowledge we are looking for.

How to complete your application form

General tips

- Read the job description and person specification before you start to make sure that you give enough detail about how you meet each of the criteria
- You will be required to complete the application form online
- Complete all sections of the form as fully as possible
- Keep a copy of the application form for your own records.
- Always check the closing date and ensure your application is submitted on time. Late applications will not be considered.

Present / last employment

- Please make sure that you provide details of your current / most recent job even if you feel that the job is not relevant to your current application.
- Explain the main features of your role, including your responsibilities.

- You will have opportunity to expand on the skills and experience that are most relevant to your application later in the form

Previous employment

- When completing this section it is vital that you include any relevant voluntary, paid or part-time work that you have had. If you have never been in paid employment or have not worked for a long time, think about other relevant experience, not necessarily in a formal work setting, that you may have gained.
- Please provide details of your past employment, starting with the most recent job.
- Where possible confirm salary details for any posts held.
- Please account for any periods of time not spent in further education or employment.

Education, qualifications, professional qualifications, memberships and training

- The Person Specification sets out any qualifications required for the job.
- Please list these in the appropriate section.
- You may also want to include any other qualifications you possess or training courses you have attended that you feel are relevant for the post.
- If you are offered the post, you will be required to provide evidence to prove that you hold the qualifications, which are relevant to the appointment.

Why are you applying for this job?

- This is the most important part of the form and is your opportunity to show us how you meet the person specification and job description i.e. how your skills, knowledge and experience match those we require and how they will enable you to successfully do the job.
- You may find it useful to use the criteria in the person specification as sub-headings and give examples of your experience and skills under each heading. It is very important to address each selection criterion.
- You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment.
- You should not simply repeat your employment history but consider the knowledge, skills and experience required to do the job and show how you possess these by giving specific examples from your own experience.
- Do not simply state that you can do the job or that you have the requisite skills or abilities, but explain, clearly and concisely how you meet these requirements and can fulfil the responsibility of the post.
- Check you have demonstrated how you meet all the essential requirements on the person specification. The short-listing panel cannot guess or make assumptions about your work experience.
- Remember that we use the job description and person specification to shortlist – if you do not therefore clearly demonstrate how you meet the essential criteria in the person specification – it is unlikely that you will be shortlisted to interview.

References

All appointments are subject to satisfactory references, which we will request if we decide to pursue your application. Your two referees should represent your present

or most recent employer and a previous employer. Within this framework, you should give details of the person(s) most able to confirm your suitability for the post for which you are applying. SCUK reserves the right to contact any other past employers where it seems necessary. If you have not worked in paid employment, you may provide the name and address of someone who knows you well and who will be able to confirm the information you have provided and comment on your suitability for the job however they must not be a family member or someone who has a financial arrangement with you.

Internal candidates should give their line manager as a first referee.

References will not be used as part of the interview process, but will be taken into account if you are offered the post. We must receive two satisfactory references about you before we can formally offer you the post.

Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)

Please make sure that you complete this section of the application form. As SCUK is a company that works with children, young people and vulnerable adults all posts are exempt from the Rehabilitation of Offenders Act 1974, and all convictions, both spent and unspent, must be disclosed. All posts within SCUK will be subject to an enhanced disclosure check. SCUK will obtain the disclosure from the Disclosure and Barring Service (DBS) which is an executive agency of the Home Office. The DBS will check the background of applicants to ensure that they do not have a history that would make them unsuitable for certain posts.

Immigration, Asylum & Nationality Act 2006

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have the right to abode in the UK.

You will be required, if appointed, to provide evidence that you are entitled to work in this country (Passport/ID Card or Birth Certificate). Official confirmation of your national insurance number on a P45, P60, plastic NI number card, former payslip or a letter from the Inland Revenue or other Government Department can be provided; alternatively, a list of acceptable documents is available on request.

Declaration

When you have completed the application form read through it carefully, checking for any errors and to make sure you have not missed anything out. Please click the agree button as confirmation of your signature and date it to confirm that the information is correct.

What do I do now?

Once your application form is completed and you are happy that you have provided all the information we require to shortlist, please submit your application on the website.

Equality and Diversity Monitoring Form

SCUK is committed to a policy of equality and diversity to ensure that all its applicants are treated fairly. Please complete the monitoring form to help us monitor our recruitment process and to promote our Equal Opportunities Policy. All information provided is both anonymous and confidential and is used solely for statistical monitoring purposes.

Other important information

Data Protection Statement

Under the General Data Protection Regulation 2018 (GDPR), the information you provide in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. Recruitment decisions will be made by a staff panel and not solely on the basis of automated decision making. If you accept a post with SCUK, your personal information will be held for purposes relating to your Contract of Employment.

Security safeguards apply to both manual and computerised information, and only relevant personnel and managerial staff can access your information. If your application is unsuccessful, your application form and any other information we hold about you will usually be destroyed after 12 months. Personal information for all applicants may be retained for monitoring and future recruitment purposes.

Car Drivers

If the post requires you to travel on official business you will be required to produce your driver's licence, MOT (where applicable) and certificate of insurance (where applicable) to HR for inspection upon appointment.

Health Statement

Where an appointment is offered, you will be required to complete a medical health questionnaire. You may also be required to have a medical examination or give permission for the Occupational Health Adviser to contact your GP for a report. Staff moving internally will be required to complete a health questionnaire if the new post is significantly different.

Acknowledging your Application

If you have not heard from us within 30 days of submitting your application you should assume that your application has been unsuccessful.
