

## **GUIDANCE NOTES ON COMPLETION OF THE APPLICATION FORM**

Thank you for expressing an interest in working for CITE. These guidance notes are intended to help you to make the best possible application for the job.

Your downloaded vacancy information pack should contain the following as a minimum:

- Application Form
- Job Description / Person Specification

If you do not receive either of these documents please contact Lois Watkins on 0203 002 8158 as soon as possible.

### **BEFORE MAKING YOUR APPLICATION**

Please consider the information that we have sent you. Do you want to do the job as described in the job description? Do you want to work for an organisation like CITE? Have you the skills/experience required as listed in the person specification? You should consider these issues carefully before you decide to apply.

### **THE APPLICATION FORM**

The application form plays a crucial part in our selection process, both in deciding whether you will be short-listed or not and for reference during the interview. It is important that you complete the form fully and accurately, answering the questions precisely. We can only make a decision based on the information that you provide; therefore you should ensure that you answer all questions. If any of the sections do not apply to you write "N/A" or "none" as applicable.

We will accept handwritten, typed and electronic versions of the form. If handwritten, please complete the form in black ink. If you need to use additional sheets for any section, please ensure that you put your name, the post applied for and the closing date at the top of the sheet and attach it securely to your application.

Each section of the application form is commented upon below.

#### **Personal Details**

Please fill in all of the personal details information – we will write or phone you at the contact address or phone numbers that you provide, so only provide your work number if we may call you on it. Regarding entitlement to work, we will need to see originals of work permits or other relevant documentation if you are invited to interview.

#### **Employment**

Please provide full details of your current/most recent/previous employment. You may include voluntary/unpaid work in this section. Please also indicate where you have had periods of unemployment. Indicate if the work was part time or temporary.

### **Education and Qualifications**

Please list all qualifications you have including the grade/result. Evidence of these qualifications will be required if your application is progressed.

### **Training Courses Attended**

This space allows you to list any skills training that you have done (or are currently undertaking) that did not result in a qualification but which allowed you to develop skills/knowledge.

### **Professional Registration**

If you are a member of a professional body (eg Chartered Institute for Personnel and Development) then give details here. If you are a member of more than one, use a continuation sheet to give additional details.

### **Sickness Absence**

Please give details of the number of days taken as sick leave over the past two years and reasons why. This information will be verified with your references.

### **Referees**

Please give the names of the people who have agreed to supply references. Please ensure that they are aware that you are applying for this job and that they may be contacted. For all positions you must provide two references. If you are, or have been employed, these should be your two most recent employers, preferably your line manager. If you have not worked please provide two references from people that you know in a formal context eg your teacher at school/college, your doctor, etc. **We may approach referees prior to interview unless you indicate otherwise.**

### **Experience and Relevant Skills**

This section of the application form is very important as it provides us with the information we need about your experience, skills and achievements in order to decide if you meet the person specification. You should provide details of your experience and skills and say why you are suitable for this post – as described in the job description and person specification. You may find it useful to refer to each point on the Person Specification and describe your competence against each. When describing you current or previous work, specify **your** responsibilities, rather than those of your department or team.

We can only consider what you have written down in your application form. We cannot make assumptions about your skills. You need to give examples wherever possible that demonstrate you meet a particular requirement. For example, if we require 'good communication skills' it is not sufficient to simply say 'I have good communication skills'. We will be looking for something that demonstrates your good communication skills such as an example where you have had to use these skills at work. Bear in mind that if you do not show you have met the essential criteria, your application is unlikely to be short-listed. Don't forget to include any relevant voluntary or community work.

You can use 2 additional A4 pages as well as using the space on the application form for this section. Please do not use more than 2 additional pages (these will not be read) and please use a size 10 font or larger.

### **Equality and Diversity Information**

In keeping with our Equalities and Diversity Policy, we need you to provide information regarding ethnic origin, age, gender, health and disability. This does not form part of the

recruitment and selection process and will be detached prior to shortlisting. Please don't forget to insert your name and the job reference number on this sheet.

### **Criminal Convictions Information**

Regarding criminal convictions you should look on the job description to see if the job is exempt from the Rehabilitation of Offenders Act or not.

- If the post is **not exempt**, this means that we can only ask you to disclose convictions that are unspent.
- If the post **is exempt**, this means that we can ask you to disclose convictions that are both spent and unspent.

We may ask you to complete a Criminal Records Bureau (CRB) check to verify the information provided on your application form. CITE will cover the cost of this. Criminal convictions will be taken into account for recruitment purposes only when the conviction is relevant. Having a conviction will not necessarily bar you from employment. This will depend on the nature of the criminal conviction(s) and the circumstances and background to the offence(s). All applicants with criminal convictions who are short-listed will be required to provide further details at the interview stage. Please don't forget to insert your name and the job reference number on this sheet.

### **Declaration**

You are required to sign the declaration confirming that your application is correct. Please note that CITE reserves the right to dismiss employees who are later found to have deliberately omitted, falsified or misrepresented information within the application form. Don't forget to sign the declaration. If you send the form electronically you will need to bring a signed copy to the interview if you are short-listed.

### **RETURNING YOUR APPLICATION FORM**

Please return the form, marked 'private and confidential' on or before the deadline specified by:

- Posting it to the person named in the advert/covering letter, CITE, Terrence Higgins Trust Building, 314-320 Gray's Inn Road, London WC1X 8DP. Please make sure it has sufficient postage.
- Emailing it to the email address given in the advert/covering letter.

Please note that we do not accept faxes.

Because of the costs involved we are unable to acknowledge receipt of application forms. If you require an acknowledgement please attach a stamped, self-addressed card to the front of your application form, which we will return to you on receipt.

### **PROCESSING YOUR APPLICATION**

We will usually shortlist for a post and contact shortlisted candidates within two weeks of the closing date. If you have not heard from us within four weeks of the closing date, this means that, on this occasion, we will not be inviting you for interview. Because of the costs involved we cannot respond to each individual application, though we thank you in advance for demonstrating your interest in our work.

### **DATA PROTECTION**

All applications are kept confidentially during the recruitment process and for two months after the process is complete. At this point all applications are shredded (with the exception of the successful candidates').