

Completing your application form

Introduction

The application form plays a very important part in the selection process, and will be used as the basis for short-listing you for a job. Please note that curriculum vitae (CVs) are not accepted instead of an application form.

The information you provide will be treated as confidential. If you are filling in the application by hand, please complete it in black ink or type. If you are completing the form electronically, please keep to the format in the form and do not change any of the fields.

Make sure the information you provide is clear, precise and easily understood, and is aimed at the job you are applying for. If you do not tell us, we will not know! We will not make any assumptions about you or your abilities – even if you already work for Eleanor Palmer Trust.

The application form

Please list the job you have applied for and state where you saw the job advertised; being as specific as you can (for example if you saw the job in a newspaper, please specify which one). You should also indicate whether you are looking for part-time, full-time, job share or bank hours.

Personal details

Make sure that your name, address, home, work and mobile telephone numbers and e-mail address (if available) are entered.

Any offer of employment will be subject to you providing evidence that you have the right to work in the UK.

The Trust can only recruit someone who needs a work permit if the vacancy has been extensively advertised and it has not been possible to recruit a suitably qualified person who does not require a work permit under the conditions of the Immigration Act 1971. You should note that if you had a work permit with a different employer you will need a new one to work with the Trust.

If you are not a British Citizen or European Community National and need a work permit, please give details on a separate sheet and attach it to your application.

Education and qualifications

You must ensure you provide all the information about your education and qualifications obtained, including those qualifications you are currently studying for. Please do not forget to include dates. If you are appointed, we will ask you to provide original copies of your qualifications upon joining the Trust.

Detail here any other training you have undertaken which may be relevant to the post (e.g. First Aid at Work Training, Assertiveness Course) along with dates the training was carried out on.

If the vacancy requires a professional qualification as essential criteria, you will need to list your membership body, type of membership, title of qualification and the date it was awarded here. If you have any professional qualifications that are not an essential or desirable requirement for the post please list them here anyway.

Present or most recent employment

Detail the name and address of the organisation, your position and salary, the date you started at the organisation, the date and reasons for leaving (if applicable) and give a brief description of your duties.

Previous employment

In this section, it is important that you include all relevant work experience including part-time work or temporary jobs, work experience or voluntary work. Remember to fill in fully the name and address of employer, your position and salary, main duties of the job and the dates you started and left, including reason for leaving. You may continue on a separate sheet if necessary, but remember to put your name on the top of it.

Gaps in employment

Please give brief reasons for any gaps in employment.

Additional information

This is the most important section. You should give your reasons for making this application and your interest in this area of work.

You must demonstrate how you meet each of the criteria identified in the Person Specification drawing on your past experience and highlighting the skills you have gained and developed as a result. These should then be put into context by providing specific examples. Include any activities outside of work that may be relevant, for example voluntary, community or charity work; leisure interests; membership of professional or other organisations, or caring for relations.

Please do not simply refer us to your current job description or say something to the effect of 'I can do the job and will give details at the interview' – we need to know on the application form precisely what you have done and when you did it. Please give examples.

If you use additional sheets, please number them clearly and print your name at the top of each sheet and finally remember to sign the form.

Rehabilitation of offenders

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore not entitled to withhold information about convictions, which for other purposes under the Act are "spent". If appointed and it is later discovered that you have failed to declare any and all past court convictions, bindovers and cautions, or any judgements or investigations pending this may result in dismissal or disciplinary action by the Trust.

If you are successful in your application we will ask you to complete a CRB application form which will check any criminal convictions you may have. Eleanor Palmer Trust complies with the CRB's Code of Practice which ensures that the information provided to us will be used fairly and that all sensitive personal information is handled and stored appropriately and is kept for only as long as necessary. A copy of the Code of Practice is available from the Human Resources department on request

References

Please complete details for both referees, who should not be related to you. You should give the name, address of a referee who should be your current employer (or most recent employer if you are unemployed) – this should normally be your line manager. If you are a school/college leaver, please give us the name and address of the head teacher/tutor and also the manager of your most recent work experience placement, if applicable.

It is important that you provide a full postal address, email address, telephone and where possible fax numbers for both your referees. You should ensure that your referees are prepared to give a reference before you give us their names.

Please indicate on the form if you do not want us to contact your referees unless you are offered the job.

Equal opportunities monitoring

Please make sure that you also complete the equal opportunities form which will be detached from your application form and will not be seen by the people who shortlist for the vacant post. This is used solely for our own monitoring purposes.

Returning the form

Make sure you return your application form before the closing date. Applications received after this date will not be considered.

Application forms must be returned by:

Post to; Eleanor Palmer Trust, Canteloves House, Spring Close, Barnet, Herts, EN5 2UR