

## Guidance notes for job applicants

These notes have been designed to assist you in completing your application online, so please take a few minutes to read through them. The information you provide will be used when deciding whether to shortlist you for an interview and it is important that you complete all sections of the application form accurately and honestly.

We are keen to promote the employment of people with a disability and welcome all applications. If you are an applicant with a disability and would like the opportunity to discuss the application or selection process, or if you require the documents in an alternative format, please contact the Hft Recruitment Team on: [jobs@hft.org.uk](mailto:jobs@hft.org.uk) or 0117 906 1698.

### Tips for completing the application form

- When using the system for the first time you will be required to create a username and password.
- When revisiting the system you will be able to view and use past applications and also see your applicant status.
- You may complete the sections of the application form in any order you wish.
- You can also save your incomplete application at any time by clicking on the "Save for Later" button.
- Once all sections marked "Required" are complete, you may use the "Print Friendly Summary" button to review and print a copy of your application.
- Please ensure that you read through your application to check for any omissions or errors prior to submitting it.

Please note the "Back" button functionality will not work within this system. Please follow the navigation instructions within the screen. If you do use the 'Back' button and receive a web page expired message, please press 'F5' on your keyboard and click 'Retry' on the warning message, this will take you back to the page you were previously on.

## Sections

Some of the questions on the application form are self-explanatory, or have their own individual instructions.

## Personal Details

Please ensure you complete all fields marked \* as these are mandatory and you will be unable to move to the next section if some are left blank.

## Questionnaire Section

This section should be read and completed with care as it contains important general questions regarding Work Permissions, Disclosure & Barring Service/Criminal Record Declaration and the Adjustments/Disability Statement. Please ensure you complete all the fields marked \* as these are mandatory and must be completed before you can move to the next section of the application.

## Skills, Knowledge, Experience and Personal Qualities section

After reading the Job Description and Person Specification, please think carefully about how you can show that you can meet the must haves for the job.

Within this section please provide evidence of how your skills, experience and qualifications match those listed within the person specification. What recent examples, either work-related or outside work, can you give to demonstrate your suitability?

The following is an example of how you might do this:

If one of the criteria listed in the Person Specification is: *'Able to communicate effectively with a wide variety of people, including people being supported, parents and professionals.'*

Your response could be: *'In my current job, I communicate by phone, letter and e-mail with managers, staff and outside companies. I make sure my style of communication is appropriate in each case, and I feel I have built up good working relationships with a wide range of people.'*

It would be helpful to the panel if you say here why you are applying for this post, e.g. to gain experience, for career development, for salary progression etc.

The panel will refer to the person specification when they draw up a short-list for interview, so it is important that you include anything you feel matches this. Whilst you should be honest about your skills and experience, you should also make sure you don't 'under-sell' yourself.

## **Education, Qualifications and Training**

It is important that you give details of your education and qualifications, and any additional training you have completed, including the outcomes (e.g. results, grades) and dates you attended or achieved these.

If a particular qualification is listed as an essential requirement, you will be asked to provide evidence of your qualifications at the interview stage.

## **Employment History**

Please provide details of your present post as requested and also include any work which you have done, including voluntary, part-time, holiday jobs, work experience etc. These may well be relevant and helpful to the panel. Make sure you give your reason for leaving each job, and your salary at that point. If you have had any gaps in employment or other periods of time since leaving full-time education which have not been accounted for, please indicate what you were doing during this period. For example, time off to care for children, travelling, unemployment etc. This information is a requirement of the Care Quality Commission, an organisation that regulates what we do.

## **Reference Details**

We ask for the names of two referees, which must include your current or last employer, and a previous employer. We recognise, however, that not everyone has worked for two employers. If you have only had one employer or if you have had a career break (perhaps to bring up a family, look after a relative, or take time out to travel), we can accept a reference from a professional person who has known you for more than one year. You could also name a referee who has known you through voluntary work you have done. For example, if you are a School Governor, you could name the Chair of the Board of Governors, if you help out at a children's playgroup, you could name the organiser of the group, or you could name your Religious Leader, if you are involved in religious activities. If you have recently left school or college, you should give your teacher/tutor as one of your referees.

Please note that if you have been self-employed for any time, we may need to see evidence of this from either your accountant or HMRC.

Please be aware we are not able to accept references from friends, relatives or colleagues. If you need help deciding who you can name as your referee, please contact our Recruitment Team in Bristol.

Please note that if you accept a post with Hft, your current or last employer will be approached to provide a reference.

## **Equal Opportunities Monitoring Section**

We are committed to ensuring that all job applicants and employees receive fair treatment. This form is separated from your application before submission to the interview panel for shortlisting for interview purposes. It is used to assess as a whole whether our recruitment practices are attracting a range of people from all groups within society.

Finally, we wish you success in your application. If, however, you are not invited for interview on this occasion, please apply for future posts which interest you, as next time you may be just what we are looking for.