



## **APPLICATION GUIDANCE NOTES**

The following notes will help you fill in the Application Form as effectively as possible.

### **Information for applicants – please:**

- Read these guidance notes for more information.
- Complete the required application form as separate CVs will not be accepted.
- Complete all sections of the Form, entering N/A where an item is not applicable to you.
- Read both the job description (an outline of the job and the tasks involved) and person specification (an outline of the experience, knowledge and skills required by the job holder), before you complete the Form.

### **Completing the Application Form:**

The information you provide on the Form will be used to decide whether you will be invited to an interview and assessment. It is therefore extremely important that you indicate how you meet the criteria contained in the person specification with a full explanation of your experience, knowledge and skills. If you need to provide more information at any point than the space permits, feel free to continue on separate sheets, being sure to include your surname on the top of each sheet.

Please remember that the application form is an opportunity for you to provide Changes Bristol with information about your formal skills and experience as well as your soft skills and life experience.

### **Employment History:**

Please explain any gaps in employment history. 'In reverse date order' means starting with the most recent employment and then going backwards through earlier employment periods, ending with the date furthest away from today.

As an employer we appreciate that gaps occur in people's employment history for various reasons, and appreciate the honesty of candidates in this regard.

**Referees:**

Employment references will be taken up if you are offered a job. No appointment will be made without satisfactory references being received. You should always ask permission from your proposed referees before naming them on the Form.

**Equality of Opportunity:**

Changes Bristol is an equal opportunities employer and welcomes applications from groups currently under-represented in its workforce. It is essential that we monitor the effectiveness of our policy and to help us do this we appreciate your cooperation in completing the separate Equal Opportunities Monitoring Form. This can be returned under separate cover if you wish. This information will not be used when short-listing and all information will be treated in the strictest confidence.

**Special Arrangements:**

Changes Bristol has adopted the following definition of 'disability' – 'a physical or sensory impairment, learning difficulty or emotional or mental distress'. Changes Bristol is committed to making reasonable adjustments to ensure that interviews and jobs accessible to people with disabilities. This includes travel costs for people who are not able to use public transport.

**Disclosure of Criminal Convictions:**

Under the Rehabilitation of Offenders Act 1974 you are required to give details of any convictions that are not 'spent'. A Disclosure and barring Service check (formerly a Criminal Records Bureau check) will take place for any candidate that is offered the position applied for.

**Right to work:**

Under the Asylum and Immigration Act 1996, all employers must now check and copy certain original documents from potential employees. If you are asked to come to an interview would you please bring with you either:

A passport showing that you are a British citizen, or have a right of abode in the UK, or a similar national passport, national identity card, residence permit, other travel document, or Application registration card, confirming your right to remain in the UK; or

A document showing your permanent National Insurance number and name, and a full UK birth certificate or other related document confirming your right to remain in the UK, or A work permit or other related document confirming your right to remain in the UK.

**Use of Personal Information:**

Changes Bristol will use your personal information for personnel administration and management purposes. You have the right of access to your personal records. On applying in writing to the Chair of the Trustees you have the right to receive a copy of the information held about you, except for confidential references.

**When complete:**

Please return your Application and Equal Opportunities Form to:

[recruitment@changesbristol.org.uk](mailto:recruitment@changesbristol.org.uk) for the attention of the Recruitment Officer

It may be helpful for you to take a copy of the completed Application Form for your own use before returning the document to Changes Bristol.