

## Application Form Guidance Notes

Thank you for your interest in working for RADIUS Trust. We are committed to choosing the best person for the job, no matter what their sex, race, disability, sexuality, religion, belief or age. Our recruitment and selection processes focus on finding evidence to support the key skills, experience and qualifications required for the role.

### EMPLOYMENT HISTORY

We only ask for qualifications, experience or skills if these are relevant to the job on offer and if you would need them to be successful in the role. We ask you to provide dates of employment and qualifications only so we can confirm your work history. Please list full employment history and **PROVIDE A COMPLETE RECORD OF EMPLOYMENT WITH ANY GAPS FULLY EXPLAINED.**

### REFERENCES

We ask you to provide the name of two referees, one of which **MUST** be your current employer. If you have been with this employer for less than 12 months we will need the 2nd referee to be your previous employer.

We value experience you have gained at work and experience you have gained in other situations, and we encourage you to support your application with examples of how you think you have the skills, experience, qualifications to do the job.

### APPLICATION FORM

The application form is divided into several parts. Please complete all sections of the application form. We use this information to help us identify who to invite for interview. Please fill in this application form in **black ink** or use a **black font**. When you are completing the application form, you should link your answers to the person specification, which gives details of what skills, experience and qualifications you need to be able to do the job. If you do not provide enough evidence of how you meet the conditions for the post, we may not be able to interview you. If you wish to send a CV with your application, you must still fill in **ALL SECTIONS** of the application form or we will not be able to consider your application.

### EQUAL OPPORTUNITIES MONITORING

The final section of the form is for monitoring equal opportunities only. We separate it from the rest of your form when we receive it, so that it is not seen by anyone involved in deciding whether to offer you a job.

### DISCLOSURE & BARRING CHECKS

For jobs working with children and young people (as well as some other jobs), if you are offered a post we will also need to contact the Disclosure & Barring Service (DBS) to find out whether you have any relevant criminal record. A criminal record will not automatically stop you from getting the job but we will consider the nature of the offence when assessing how suitable you are for the job. If you fail to fill in a disclosure form when we ask, we will not be able to employ you. The Rehabilitation of Offenders Act 1974 was amended in 2013 and you now only have to tell us about criminal history that is either unspent or would not be filtered. For more information about what you must disclose to us, see here: <http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

Please return your completed application form by post to the address on the application form or if you prefer email the completed application form to the e-mail address on the advert.