GUIDANCE NOTES - Employment Application Form

Read through all of these notes carefully before completing the application form

About AUTISM EAST MIDLANDS

A leading autism charity, AUTISM EAST MIDLANDS was started on the initiative of a group of parents in 1968. Today we are still led by the parents and friends of people with autism.

We provide help and support to families and individuals affected by autism from across Nottinghamshire, Derbyshire, surrounding counties and beyond.

Our well trained and passionate staff offer a wide range of services to help individuals to live their lives the way they want.

Our Vision & Mission

Our Vision
A world which recognises, understands and values people with autism, and where they and their families receive the services and support they need through their lives.

Our Mission
To advocate, provide and develop high-quality services, information, and support, in partnership with others, for all those whose lives are affected by autism.

To recognise and respond to the needs of the individual, enabling people with autism to live their lives with dignity, choice and independence.

General Guidance

AUTISM EAST MIDLANDS operates a recruitment and selection policy designed to ensure that all applications are treated equally regardless of age, race, ethnic origin, sex orientation or disability.

It is important that applicants read these notes before completing the application form. The decision whether to short-list your application will be based on the information you provide on the application form.

The application form may be completed by hand or electronically. If completing by hand, use only BLACK ink. If completing electronically, only use regular Arial font.

When completing the application form please ensure that:
   (a) You enter the post applied for and vacancy reference number
   (b) All areas are completed with the information requested
   (c) If a particular section is not relevant to you personally, please state “n/a”
   (d) Ensure the application form is signed and dated
   (e) Ensure writing is legible as this may lead to misinterpretation of information and result in an application form not being considered.

Please note that CV’s are not accepted and should not be attached to the application form. This will result in an application form not being considered.

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Any CV’s submitted will not be considered in the short-listing process.

Further information appertaining to Sections B, C, D, E, F may be submitted on additional sheets. However, you should ensure the Section to which it refers is clearly identified.

Only application forms completed with full details will be considered.

**Completing the Application Form**

**Personal Details:**
Enter your full name, address, telephone, email details clearly so that we are able to contact you if necessary.

**Section A - Current / Last Job:**
Enter full details of your current employer, ensuring the reason for leaving / changing employment is given.

**Section B - Employment History:**
Include all details of your employment, whether it be paid or unpaid, starting with the most recent post. Dates must run concurrently. Include details and reasons for any breaks in employment and if relevant, these may be discussed further at interview.

**Section C - Training:**
Include details of any relevant training course you may have attended, via your employer or externally, or any personal development activities you may have undertaken.

If you are successful in being offered employment, you may be asked to produce evidence of certificates for any courses relevant to the job you have been appointed to.

**Section D - Membership of Professional Organisation or Body:**
Ensure membership numbers are entered alongside the official title of the membership.

**Section E - Education:**
Ensure date of leaving full time formal education is given, which should match the information given in Employment History.

Please be specific in terms of qualifications achieved. It is not satisfactory, for example, to list GCSE’s together and state a variance of grades.

**Section F - Supporting Statement:**
The only information that should be provided in this section is that which relates to the job related knowledge, skills and experience that are detailed in the Person Specification and Job Description. If you do not demonstrate how you meet the requirements outlined in the Person Specification you will not be short-listed and therefore, not invited to an interview.

You need to demonstrate how the experience, qualifications, skills and knowledge that you have gained through employment, training / education, voluntary work or life experience make you suitable for the job for which you are applying.

**Section G - Referees:**
Ensure full contact information is given.

References from family members or work colleagues will not be accepted and you will be asked to provide an alternative from your employment history. Failure to obtain appropriate references could result in any offer of employment being withdrawn.

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Section H - Rehabilitation of Offenders / Right to Work / Disabilities:
Ensure you indicate whether or not you have any cautions, reprimands, final warnings, offences or convictions. If so you must give details. Failure to do so will result in any offer of employment being withdrawn.

Evidence of eligibility to work will be required if an offer of employment is made. Failure to provide satisfactory evidence will result in any offer of employment being withdrawn.

AUTISM EAST MIDLANDS is committed to achieving equality of opportunity in employment and will endeavour to take whatever steps are reasonable in the circumstances to prevent disabled applicants or employees being disadvantaged and to ensure they have equal access to employment opportunities. By providing any relevant information in this section, you will allow us to meet our obligations under the Equality Act 2012.

Section I - Declaration:
All applicants must sign the declaration. Unsigned applications will not be considered for short-listing. Electronic applications must have your name and date typed in and will need to be signed at interview if you are invited to one. Providing false information or failing to disclose relevant information on the application form is grounds for rejection of your application, withdrawal of any offer of employment and / or dismissal should you subsequently be employed.

As a Registered Provider, AUTISM EAST MIDLANDS must comply with all required standards and ensure staff are not put in a position where their duty to the organisation and their personal interests may conflict. To comply with this, we require you to declare any ‘close personal relationship’ that you may have with an employee, volunteer, contractor, etc who might be connected with AUTISM EAST MIDLANDS. This is so we can protect against actual or potential conflicts of interest, any abuse of position or unfair advantage gained as a result of this relationship. Any connection will not necessarily bar you from employment but must be declared at this stage to allow further investigation. The definition of ‘close personal relationship’ is broad and can include the spouse, partner, parent, grandparent, children, grandchildren, brother or sister of an employee, as well as similar relations by marriage (i.e. ‘In-Laws’). The definition can in some cases go wider than the above categories.

Monitoring:
AUTISM EAST MIDLANDS is an Equal Opportunities Employer and welcomes applications from people regardless of their racial / ethnic origin, disability, sex, sexuality, age or responsibility for dependants. In order to monitor the effectiveness of our Equality and Diversity Policy, we ask all applicants to complete this section. It will not be used as part of the selection process but will be used to produce anonymous statistics for our reporting purposes. If you are appointed, this information will be retained on our personnel system as part of the employment relationship.