

GUIDELINES FOR COMPLETING YOUR JOB APPLICATION FORM

An application form plays an important part in the selection process and forms the basis for considering your initial suitability for the post. The following guidelines should help you to complete your application form as effectively as possible.

SOME POINTS TO BEAR IN MIND BEFORE YOU START

- Look carefully at the job description, and application form and ask yourself why you are interested in the job.
- Try to present information on the form in a concise, well organised and positive way.
- Please remember to complete the Equal Opportunity/Disability Monitoring forms as they help us to determine whether or our Equal Opportunity Policy is effective.

COMPLETING THE APPLICATION FORM

Personal Details:

Make sure that you give your **full** name, address and telephone number.

Education and Qualifications:

Please provide details of your formal and informal qualifications and what grades you achieved. This information will be used to assess whether you have the qualifications required for the post. If you are currently working towards a qualification, you may also include it in this section, indicating when you expect to complete the qualification. Ensure that nothing important has been omitted.

Professional Association Membership:

Give details of any professional bodies of which you are a member

Training:

Please tell us about any training that you have undertaken that you think is relevant to the role. If you are currently undertaking training, you may also include it in this section.

Employment History:

Starting with your current or last employer, list all the employers you have worked for. Please ensure you provide the job title and the period you worked for them. This information may be used to assess whether you meet the experience requirement for the vacancy. Check that the dates of employment are correct and in order. **It is important that you account for any gaps in your employment history. You may also include any voluntary or unpaid work you have undertaken.**

Driving/Work Permits :

Please provide details only if relevant for the job

Rehabilitation of Offenders:

Please read the information enclosed separately, then complete this section of the application form

References:

Please provide details of two referees one of whom must be your current employer. If you are not currently employed you will need to provide details of your most recent employer or if you are undertaking unpaid or voluntary work, you may provide details of the manager of your placement. If you have not previously worked you may provide details of someone who knows you well enough to comment on your ability to do the job. You should not provide details of anyone who is related to you.

Employment with TGP Cymru is subject to receipt of two satisfactory references.

Personal Statement:

This is the most important part of your application. It is your opportunity to make a case for selection. Use examples from your career history or personal experience ensuring you relate your answers to the post you are applying for

RETURNING YOUR APPLICATION FORM

Please check your application form to ensure that all questions have been answered.

Completed job applications must be received by the closing date and time stated in the job advertisement.

If you have been shortlisted for interview, you will normally be informed of this within two weeks of the closing date for the post.

Due to the high volume of applications that are sometimes received, TGP does not contact candidates that have not been shortlisted for interview.

If appointed, you will be required to provide evidence of your right to work in the UK. This is in accordance with the Asylum and Immigration Act 1996.



Rehabilitation of Offenders

The job for which you are applying involves substantial opportunity for access to children, young people and / or vulnerable adults. It is therefore exempt from the Rehabilitation of Offenders Act, 1974 and you are required to declare any convictions or cautions you may have, even if they would otherwise be regarded as “spent” under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. TGP Cymru is also entitled, under arrangements introduced for the protection of children, to check with the police for the existence and content of any criminal record of the successful applicant. Information received from the police will be kept in strict confidence and will be destroyed three months after the selection process is completed.

The Organisation is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in disclosures, is used fairly and stored and handled appropriately and in accordance with the provisions of the Data Protection Act 2018. Data held on file about an individual's criminal convictions will be held only as long as it is required for employment purposes and will not be disclosed to any unauthorised person.

The disclosure of a criminal record will not debar you from appointment unless the selection personnel involved consider that the conviction renders you unsuitable for the appointment. In making this decision we will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to TGP Cymru's Equal Opportunities Policy.

Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

If you wish to discuss whether a conviction you have would debar you from working with children, you may telephone the HR Department on 02920 396974.