Dear Applicant

Thank you for your recent enquiry, I enclose the following information:

1. Application form
2. Job description and/or Person specification
3. Advice on completing the Application Form **(see overleaf for details)**
4. Addressed label marked ‘Recruitment application’. Please use this label when you return your application

In completing the application form it is important that you provide as much information as possible which is relevant to the skills and experience requested in the enclosed job description/person specification. These may be taken from situations outside paid employment.

Is there any material fact or information which has a bearing on the application for employment which you are making? In answering this question, you should declare any allegations which are being made about you, any criminal charges which the Police are making or considering making about you, or any factor which would have an implication on your character or ability to carry out the requirements of the post. Failure to make an open and honest declaration may result in an offer of employment being withdrawn or employment terminated.

If requested to attend for an interview, you will be invited to visit the establishment to which the vacancy applies.

Nugent is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

All posts with vulnerable people are subject to a Disclosure and Barring Service check. The DBS Codes of Conduct are available upon request. It is mandatory for all staff to join the DBS Update Service which is paid by Nugent.

Unfortunately we are unable to respond to individual applicants who are not short- listed. If you have not heard within four weeks of the closing date it means that Nugent is unable, on this occasion, to take your application further. All personal information will be held in compliance with the Data Protection Act and if your application is unsuccessful your papers will be destroyed confidentially.

We would however, like to thank you for the interest you have shown.

Yours sincerely

Mike Blackwell

HEAD OF HUMAN RESOURCES

**ADVICE ON HOW TO COMPLETE THE APPLICATION FORM**

**Why is it important that you complete the application form properly?** Your application form plays an essential part in the selection process. The decision to invite you for an interview is based entirely on what you write on the application form and how this relates to the job you are applying for.

**What should I do first?** You should carefully read through all the information that you receive, especially:-

1. the **job description** which outlines the duties of the post;

2. the **person specification** which lists the skills, knowledge, qualifications and experience needed.

**What should I write?**

**PERSONAL DETAILS** - This is basic information about yourself so that we can contact you easily.

**As a disability symbol employer the information about whether you consider yourself to have a disability is needed so that all disabled applicants who meet the minimum essential criteria for this position are offered an interview.**

**EMPLOYMENT HISTORY** - Take care to record the information about your employment history accurately, and in the sequence requested. Explain any gaps, and continue on an additional sheet is necessary.

**EDUCATION AND TRAINING** - Give details of the schools, colleges, evening classes you have attended. Tell us about any training programme or short courses you have completed or that you are undertaking at the moment if they are relevant to the requirements of the person specification.

# ADDITIONAL/SUPPORTING INFORMATION SECTION

This is the section where you tell us why you think you can do the job. You should think very carefully before completing this section of the form. Include any specific work experience or training whether paid or unpaid, voluntary or at home. Also explain anything you do which tell us something extra about you (you may belong to an association where you organise meetings/raffles/outings, or you may be responsible for caring for an elderly relative). Be positive about your skills, and specify your own responsibilities. Remember that the person specification will be used to select people for interview, so ensure that you have demonstrated how to meet the essential requirements.

**HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?**

Under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have in the past been subjected to criminal proceedings resulting in convictions. However, certain types of employment, specifically those in child care, are excluded from this, and the job you are applying for may require that you must disclose all your convictions. Failure to do so would lead to your application being rejected, or to you being dismissed (were you to be appointed to the post) should the fact that you have been convicted of a criminal offence subsequently become known. Past criminal convictions are not an automatic bar to selection.

If you have any doubts as to the correct answer to give, it is suggested that you check with us or take advice from e.g. the Citizens Advice Bureau or a solicitor.

# REFERENCES

Your first referee should be your present employer or, if you are not presently employed, your last employer. Your second referee, or if you have not worked before, should be the name of a person who has knowledge of your skills and would be able to commend on your ability to do the job you are applying for e.g. a club or a charity for which you work voluntarily, or your school or college. Your third referee can be someone of your choice providing they are not a family member.

We will normally approach your referees once you have reached the successful at interview stage. Please, therefore, ensure that your referees are aware of your application.

We do not normally acknowledge receipt of application forms

**PLEASE DO NOT FORGET TO SIGN THE FORM**