



ADVICE AND GUIDANCE- 'Completing your application form'

As Nugent is a Health & Social care charity, we adhere to Safer Recruitment practices to safeguard the vulnerable groups we serve.

The below guidance is to support you in completing your application for your desired role:

Personal Information

Your personal information is required to ensure you can be contacted easily and your application can be tracked.

As Nugent is a 'disability symbol employer', the question asking 'do you consider yourself to have a disability' is required so that disabled applicants who meet the minimum essential criteria for the position are offered an interview.

References

Your first reference should be your current employer, if you are not presently employed please provide your last employer. Your second reference should be your most previous employer (*to the employer you have already supplied*) or an employer whereby you have worked in a position similar to the role you are applying for. If you have not held employment previously, please supply details of any voluntary roles or courses you have attended that would be able to comment on your skills, knowledge etc. Lastly, your third reference should be a character reference that is within a professional position (*previous work colleague, nurse, teacher etc.*)

For your professional references please provide a company email address and a contact number.

Relatives including partners cannot be used as referees.

Education/Qualifications

Please provide details of all education you have attended from secondary school (*11 years old*). Please provide months and years for all schools, colleges, universities etc. and what qualifications you obtained.

If you are shortlisted for interview, you will be asked to bring proof of the qualifications you have recorded on your application.

Employment history timeline

Due to the safer recruitment practices we follow, we require all applicants to provide a full employment timeline including any periods of unemployment from when you left education.

Months and years must be provided for each employment or time of unemployment. Full company addresses, position details and reasons for leaving each employer are essential. If you are successful for the position you apply for, these details will be verified through your background checks.

Additional/Supporting information

This section is for you to tell Nugent why you believe you are the most suited candidate for the position. You should use the **Job Description** and **Persons Specification** as they are used for shortlisting purposes. Please ensure you demonstrate how you meet each essential requirement. Include any specific work experience or training whether paid or unpaid, voluntary or at home which is relevant. Be positive about your skills, and specify your own responsibilities. Use this page to sell yourself as a candidate and what qualities you have which will suit Nugent's values. This section is essential to provide additional information to the shortlisting panel.

Convictions, Cautions Reprimands etc.

Our application form asks if you have any spent or current convictions, cautions, reprimands or final warnings. 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.

Certain employers are excluded from this due to the type of groups they provide care and support for, Nugent falls under this umbrella, therefore, due to the role you are applying for you may be required to disclose all your convictions etc. spent and current. Failure to do so would lead to your application being rejected, or to you being dismissed (if you were to be appointed to the post). Past criminal convictions are not an automatic bar to selection.

The majority of roles within Nugent require Disclosure and Barring Service Clearance (DBS), which you as the applicant will be required to complete when invited to interview if successfully shortlisted, all convictions should also be disclosed on our Rehabilitation of Offenders form within our application pack.

If you have any doubts as to the correct answer to give, please contact Nugent's HR Department or seek advice from e.g. the Citizens Advice Bureau or a solicitor.

Equal Opportunities

Within our application pack, we ask all candidates to complete a Monitoring form. The completed form is kept confidentiality within our HR Department and are not given to the shortlisting panel and are used for statistic and monitoring purposes only.

If you require acknowledgment that Nugent has received your completed application form please call our HR Department on 0151 261 2000 or email HR@nugentcare.org.

Your application will be processed in line with the GDPR, please read our Privacy Statement on www.nugentcare.org to understand how your information will be used when submitted for recruitment purposes.

PLEASE DO NOT FORGET TO SIGN YOUR APPLICATION FORM