



“Dream, Believe & Achieve”

How to Apply

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING YOUR APPLICATION FORM

General points

- You must complete all sections of the application form.** This is important as the decision to either progress your application to the next stage of the recruitment and selection process or not will be based on this information. Whilst you can include a CV this will not be the primary source of information considered in coming to a decision.
- Be sure to fill in the post title and reference number, as our recruitment team process a large number of vacancies and this ensures that your application will be considered for the right post.
- If you have a disability and need any help in completing the form, or require the information in large print, braille or on tape, please contact us.
- Please put your name on each page of your application form.

Qualifications and training

- Please refer to the person specification for the post to identify whether a specific qualification is required and ensure you provide this information. If you are citing what you understand to be an equivalent qualification to that sought, you should provide sufficient information to demonstrate this is the case.
- Some Genesis Support Services Ltd jobs require no formal qualifications, do not be put off if you have nothing to write in this section.
- As well as telling us about the exams that you have passed, you should also include information about any relevant courses that you have completed.
- Include all qualifications and training which may have been undertaken on a part-time as well as full-time basis.

Employment experience

- The form asks you to give details, to the nearest month and year, of previous jobs held, and account for any gaps in your employment record.
- Alternatively, some people will have developed relevant skills through part-time or voluntary work. If you include any voluntary work, list the name and address of the group(s) involved and give details of the amount of time you have volunteered each month.

Relevant experience

- This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description, person specification and additional information sheet (if applicable) for the job.
- The job description outlines the main duties of the post. However, please also refer to the additional information sheet (if applicable). The person specification contains a description of the skills, experience, qualifications and competencies necessary to carry out these tasks.
- Here it is essential to relate your experience to the information given in these documents by giving specific examples. For example, telling us what you did in your job rather than what the team did and how you demonstrated a particular skill, rather than simply saying that you have it. Please ensure you address all of the points identified on the person specification which will allow you to demonstrate your suitability for the position you have applied for.

- You may wish to draw on relevant skills developed outside of work, whether home-based or social/community activities as well as previous/present employment, study and training. These might include running a club or voluntary group, bringing up children etc.

References

- As a childcare charity, safeguarding and protecting children is an integral part of our work. We are rigorous in our reference checks for this reason.
- For posts within Children's Services, please ensure you give references that cover at least the last five years of employment including one from your current line manager. For all other posts, please ensure references cover a minimum of two years.
- If you are unemployed, include your last employer and line manager at your date of leaving, and if you have worked in a voluntary or unpaid capacity e.g., as a member of a Parent Teachers Association, you could include the chair of the committee among your references.
- All references will be obtained for all other posts prior to any conditional offer being confirmed.

Criminal Record

With some exceptions having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offence. If you have declared a criminal record, which we believe is relevant to the post we will discuss this with you after the selection process is complete but prior to making a conditional offer of employment if you are the successful candidate.

Applicants are asked to declare any criminal record on the page marked Criminal Records, Disqualification & Declaration as follows:

- For posts based in **England or Wales** that are exempt from the Rehabilitation of Offenders legislation, you must declare any convictions, cautions, reprimands or final warnings that are not "protected". Certain spent convictions and cautions are "protected" (also known as filtered) and are not subject to disclosure to employers, and cannot be taken into account. Further guidance and criteria on the filtering of these "protected" cautions and convictions (where applicable) is available on the Disclosure and Barring Service website. <https://www.gov.uk/government/organisations/disclosure-and-barring-service> Successful candidates will be asked to consent to an Enhanced Disclosure via the Disclosure and Barring Service.
- For posts requiring an Enhanced Disclosure, the covering letter will explain which sections apply to you and where relevant guidance to the filtering of convictions and the rules that apply. Details of criminal record information not subject to filtering rules should be noted on the page marked Criminal Record/Disqualification/Other. This page should be removed from the application form and returned in a sealed envelope marked with your name and 'criminal record/other'. Any information declared will be kept confidential and in line with data protection principles.

Disqualification from working with children or vulnerable adults

If you are disqualified from working with children or vulnerable adults we are unable to consider you for jobs that involve working with these groups and it is a criminal offence to apply. You are therefore asked to declare whether you are disqualified on the page marked Criminal Records, Disqualification & Declaration. This section must be completed.

Disqualification can occur through a number of routes:

- being on a disqualification list, Disclosure and Barring Children's or Vulnerable Adults Barred List, or PVG Children's List
- being subject to a Disqualification Order
- under Disqualification from Caring for Children and Day Care Child-minding Disqualification legislation (separate form enclosed)

Returning the application form

- Please keep a copy of the form. The interview will include questions about information given.
- Please return your completed application form by the closing date, via post or email. Applications received after the closing date will not be considered unless there are extenuating circumstances.
- Please return your application form in word format. Unfortunately we cannot accept scanned copies.
- Remember we are only able to measure your suitability from the information you provide.
- If you require any further advice on any of the above, please phone or email the recruiter named in the job advert and/or attached letter.

APPLICATION FORM – CONFIDENTIAL

The information supplied on this application form will be used to evaluate your suitability for employment at Genesis Support Services Ltd. Please read the guidance notes before completing the forms. Once completed, please return the forms to us. If applying by email please remember to quote the relevant job reference in the subject line of your email.

Position applied for:

Post reference no:

Young People:

Applicant number:
(for office use only)

Personal Information

Last Name:

Title: (Please specify) e.g. Ms/Mr

First Name(s):

National Insurance Number:

Previous Surname(s) (if applicable):

Do you require a work permit: Yes No
to enable you to work in the UK?

Address for correspondence:

Daytime telephone number:

Evening telephone number:

Mobile number:

Email :

QUALIFICATIONS AND TRAINING				
Dates (From/To)	Secondary school/college/ university/training organisations	Qualifications	Subject	Grade Obtained

Membership of a Professional Body (e.g. HCPC)	
Name:	Membership/Status:
Renewal Date:	Number:

Employment experience

Please give details of your present or most recent employment/voluntary work first and work backwards. Include all periods of unemployment, travel etc. in the space provided so there are no gaps in the record. (If you have additional

previous employment, please give details on a separate sheet using the same format) and ensure your name and the post reference number is on each page.

Date from/to (month/year)	Employer's name and address and nature of business	Job titles and brief description of duties	Current salary or final salary (for last post only) and reason for leaving

Gaps in your employment – Please provide reason/information for any gaps in employment
 (verification of employment gaps will be required if an offer of employment is made)

From (month/year)	To (month/year)	Reason

Relevant Experience

Please tell us how your experience, skills and qualifications meet the requirements of the person specification, job description and additional information sheet (if applicable). Please focus your response on the things you did in your job/volunteering, home-based or social/community activities giving examples of how you demonstrated the skills and competencies required for the role (maximum of 2 A4 sheets). The information you provide will be the basis for shortlisting and you may find it useful to refer to the *Guidance notes* attached before completing this section.

References (Please refer to guidance notes before completing)

Please ensure that you give a minimum of two references which cover **at least the last 5 years of your employment (for Children's Services)** or two years for all other roles. The **first** of your references **must** be your most recent line manager at your **present employer**. If you are unemployed, this should be your most recent line manager at your last employer, or if this is your first job, your head-teacher or college tutor. Please note that Genesis Support Services Ltd reserves the right to take up references in respect of **any** previous employment paid or unpaid, without further notification to you. You may also provide the name of a personal referee in addition to your employment references if you wish.

Current Employer (Line Manager)		Previous Employer (Line Manager when you left)	
Name:		Name:	
Job Title:		Job Title:	
Organisation/Address (in full):		Organisation/Address (in full):	
Tel No:		Tel No:	
Email:	Fax No:	Email:	Fax No:
In what capacity do you know them?		In what capacity do you know them?	
Previous Employer		Previous Employer/Personal Referee*	
Name:		Name:	
Job Title:		Job Title:	
Organisation/Address (in full):		Organisation/Address (in full):	
Tel No:		Tel No:	
Email:	Fax No:	Email:	Fax No:
In what capacity do you know them?		In what capacity do you know them?	
Can we contact your current employer prior to any conditional offer of employment?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

* For all posts, we will ask your referees for comments on your suitability for the post and for employment referees request details on attendance and sickness levels.

Notice Period If appointed how soon could you join us?

Other Information**Media**

Where did you see the advertisement for this post?

Criminal Records, Disqualification & Declaration – The appropriate sections must be completed below.

Section A – All applicants

Are you subject to any current outstanding disciplinary action or legal proceedings? Yes No
If yes, please give details

Section B – Posts working with children or vulnerable adults

Has there ever been any cause for concern regarding your conduct with children, young people or vulnerable adults?
 Yes No

If yes, please give details on the page marked
Criminal Record/Disqualification/Other in this application form.

Criminal Record

Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police ('spent' or 'unspent')? (For posts in England and Wales please refer to the covering letter and guidance notes to completing the application form on the filtering of "protected" convictions and cautions before answering this question).
 Yes No

If yes, please give details of all offences, penalties and dates on the page marked
Criminal Record/Disqualification/Other in this application form.

Once completed, please answer the next question under Regulatory body sanctions

Please read the **covering letter** and **guidance notes** to completing the application form before answering this question.

Do you have any convictions that are not "protected" as defined by the Rehabilitation of Offenders Act 1974
 Yes No

If yes, please give details about the offence, including the date of conviction and the sentence passed on the page marked Criminal Record/Disqualification/Other in this application form.

Once completed, please answer the next question under Regulatory body sanctions

Regulatory body sanctions

Are you subject to any sanctions imposed by a regulatory body?
E.g. HCPC Yes No

If yes, please give details on the page marked
Criminal Record/Disqualification/Other in this application form.

Disqualification from working with children or vulnerable adults

Are you disqualified from working with children or vulnerable adults? Yes No

Section C – Applications for Enhanced Disclosure only

Are you aware of any police or social services enquiries undertaken following allegations made against you that may have a bearing on your suitability for the post? Yes No

If yes, please give details on the page marked Criminal Record/Disqualification/Other in this application form.

Declaration - To be completed by all applicants

I confirm that the information I have given is correct and complete and that any false statements or omissions may render me liable to dismissal without notice or in some instances, referral to the police.

I understand and agree that data contained in the application form will be used and processed for recruitment purposes. I understand and agree that should I become an employee; the information will also be used for employment related purposes. I agree to Genesis Support Services Ltd holding and processing this information.

Signed

Dated

Criminal Records/Disqualification/Other
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For all posts please read the **covering letter** and **guidance notes** to completing the application form before completing this sheet.

Details of declaration of criminal convictions/disqualification/sanctions imposed by Regulatory bodies/other further information

Please give details below:

EQUAL OPPORTUNITIES MONITORING FORM – CONFIDENTIAL

Genesis Support Services Ltd is committed to achieving equality of opportunity and continually monitors the effectiveness of its policy. This monitoring information is held confidentially and is not seen by the selection panel. It is used to monitor our recruitment and selection and other employment processes. Please complete each section by ticking the relevant boxes below.

Name:

Name of Project:

Post Applied For:

Date of Birth:

Ethnicity

How would you describe your ethnic origin? (as defined in 2011 census)

If **British/Asian English/Asian Scottish/Asian Welsh** please select from below:

- | | | |
|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Any other Asian background | |

If **British/Black English/Black Scottish/Black Welsh** please select from below:

- | | | |
|----------------------------------|------------------------------------|---|
| <input type="checkbox"/> African | <input type="checkbox"/> Caribbean | <input type="checkbox"/> Any other Black background |
|----------------------------------|------------------------------------|---|

If **Mixed/Multiple ethnic group** please select from below:

- | | | |
|--|--|--|
| <input type="checkbox"/> White & Asian | <input type="checkbox"/> White & Black African | <input type="checkbox"/> White & Black Caribbean |
| <input type="checkbox"/> Any other mixed/multiple background | | |

White

- | | | |
|---|---|-----------------------------------|
| <input type="checkbox"/> British | <input type="checkbox"/> English | <input type="checkbox"/> Scottish |
| <input type="checkbox"/> Welsh | <input type="checkbox"/> Northern Irish | <input type="checkbox"/> Irish |
| <input type="checkbox"/> Gypsy or Traveller | <input type="checkbox"/> Any other white background | |

If **other ethnic group** please select from below:

- | | |
|-------------------------------|--|
| <input type="checkbox"/> Arab | <input type="checkbox"/> Any other Ethnic background |
|-------------------------------|--|

Gender:

- | | |
|---------------------------------|-------------------------------|
| <input type="checkbox"/> Female | <input type="checkbox"/> Male |
|---------------------------------|-------------------------------|

Marital Status:

- | | | |
|------------------------------------|---|----------------------------------|
| <input type="checkbox"/> Divorced | <input type="checkbox"/> In a Civil Partnership | <input type="checkbox"/> Married |
| <input type="checkbox"/> Separated | <input type="checkbox"/> Single | <input type="checkbox"/> Widowed |
| <input type="checkbox"/> Other | | |

Religion or belief

- | | | |
|--|--|--|
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Christian (including Church of England, Catholic, Protestant & all other Christian denominations) | |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Jewish | |
| <input type="checkbox"/> Muslim | <input type="checkbox"/> Sikh | |
| <input type="checkbox"/> Any other religion/belief | <input type="checkbox"/> None | <input type="checkbox"/> Prefer not to say |

Sexual Orientation

- | | | |
|--|----------------------------------|--|
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Gay man | <input type="checkbox"/> Gay woman/lesbian |
| <input type="checkbox"/> Heterosexual/Straight | <input type="checkbox"/> Other | <input type="checkbox"/> Prefer not to say |

Disability

Do you have a disability or impairment? This includes a physical or mental health condition, which has lasted or is expected to last at least 12 months, which has an adverse effect on your ability to carry out normal day-to-day activities.

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Prefer not to say |
|------------------------------|-----------------------------|--|

For posts based in Northern Ireland only

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998. Regardless of whether they actually practice a particular religion, most people in Northern Ireland are perceived to be members of either the Protestant or the Roman Catholic communities. Please indicate to which community you belong by ticking the appropriate box below.

- | | |
|--|---|
| <input type="checkbox"/> Member of the Protestant community | <input type="checkbox"/> Member of the Roman Catholic community |
| <input type="checkbox"/> Member of neither the Protestant nor Roman Catholic Community | |

If you do not answer the above question, we are encouraged to use the residuary method of making a determination. Which means we can make a determination as to your community background on the basis of the information supplied by you on your application form/personnel file.

Note: It is a criminal offence under Fair Employment (Monitoring) Regulations (NI) 1999 for a person to knowingly give false answers to these questions.