



Information for job applicants

**This document contains information about applying for a paid position at
Options for Life.**

Please read and follow the information carefully.

Completing your application form

Application form

In your application pack you will find a standard job application form. This form is completed by all applicants for positions at Options for Life, including internal applicants.

All information you provide on your application form will be treated in the strictest confidence.

Please do not include a covering letter, CV or other documentation in support of your application, these will be disregarded unless you have a disability that makes it difficult for you to complete our application form, in which case we will accept a CV as an alternative.

Incomplete and blank application forms will not be considered; if part of the form does not apply to you, please write "not applicable" or put N/A.

Read the job description and person specification before you start

Short-listing is strictly based on the criteria outlined in the job description and person specification. The person specification lists those qualifications, skills and qualities that are essential to undertake the job. It is important, giving examples where appropriate, that you make it clear in your application form how you possess these qualities.

Ignore any shaded parts of the application form

They have been shaded because they are not relevant for the post you are applying for.

Internal applicants should treat your application as if you were an external candidate and ensure that you address all of the essential criteria on the person specification.

Equality and Diversity

Options for Life is committed to a policy of ensuring equality of opportunity in employment for all, and to taking action to avoid discrimination. Job applicants are considered only on their ability to do the job for which they are applying.

The application form asks you for some personal and equality and diversity information. This information will *not* form part of the short-listing process.

It is gathered for monitoring purposes.

Preventing illegal working

To ensure compliance with the Asylum & Immigration Act, we are required to check that all our employees have a right to work in the United Kingdom. At interview stage you will be asked to show us documentary proof that they have

this entitlement, e.g. birth certificate, passport, naturalisation document. You will be informed when and how to supply these documents.

Education, training and qualifications

You should list all qualifications, including those gained overseas, stating the date and grades/levels achieved. Any proof you have of essential qualifications will need to be brought to your interview.

Please include information about any relevant training courses that you have completed.

Employment history

You should give full details of your current or most recent employment. Then, you should give brief details of your other employment, starting with the most recent and working backwards.

If you worked for an employment agency, you must show the agency as the employer, as well as the business where the work was carried out.

Internal applicants; please ensure you include a comprehensive overview of your current position at Options for Life.

Please provide information of any gaps in your employment history.

Supporting statement

You should use this section to outline any other information that may help your application.

You should give specific examples of how you meet the essential criteria on the person specification. Indicating, by means of examples, how you are capable of carrying out the duties of the job as listed in the job description. You may give examples from your experience in employment, education, voluntary or personal life.

You should also outline the following:

- the reasons why you want to work in this particular job
- if relevant, what ideas you would have to develop the post if you were successful
- any specific skills/personal interests you have that you could bring to the role / organisation

To ensure we treat all applicants fairly we do not make any assumptions, we only look at what you have told us about yourself on the form. So, even if you are an existing employee or volunteer, please give full details.

Criminal convictions and cautions

Options for Life requires all applicants for employment to declare any conviction(s) or charge(s) still outstanding against them in respect of a criminal offence, subject to the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975, and regulations made there under. *This means that you must declare all convictions, including cautions, for any offence(s) which for other purposes are 'spent' under the provisions of the Act.*

An enhanced DBS check and a check of barred lists will be requested in the event of a successful application. All information provided by applicants and the subsequent DBS check and a check of barred lists will be treated in strict confidence, in accordance with the DBS's Code of Practice and Options for Life's own procedures.

Failure to disclose any previous convictions (including cautions) could result in dismissal should it be subsequently discovered.

Recruitment and employment of ex-offenders

The fact that a person has a criminal record does not automatically render them unsuitable for work at Options for Life, but certain criminal convictions may conflict with this area of work. It may be necessary for you to attend a meeting with a designated senior member of staff to discuss the details of any notified convictions. Following such a meeting, a decision will be made to confirm the offer of appointment or otherwise.

References

You should give the names, addresses, email addresses and contact telephone numbers for at least two persons we can contact for work-related references. Your current/most recent line manager must be one of these referees.

Internal applicants need only provide the name of one referee who they have known for at least one year or more. This should not be your line manager where they are part of the interview panel for the post for which you are applying.

A formal offer of appointment will only be made upon receipt of references which are satisfactory to Options for Life.

Canvassing Options for Life's employees

Canvassing Options for Life's employees, whether directly or indirectly, in an attempt to gain preferential treatment in connection with an appointment will disqualify you. This provision does not prevent candidates from undertaking research into the requirements of the position.

Declaration

All applicants must sign and date the declaration.

Other information

Closing dates for return of application forms: make sure that you return your form to us by the closing date (and time) given on the front of the application form. If your application form arrives late, we will not be able to consider you.

Next stage: if you have successfully demonstrated how you meet all the essential requirements in the person specification, you will be short listed and invited to the next stage of the selection process, which may include a presentation, a practical test, a written test, a minibuss driving assessment and a formal interview.

Occupational health clearance: successful applicants who have declared a health condition or a disability at the point of a job offer being made are subject to pre-employment occupational health screening.

Retention of application forms: the application forms of all unsuccessful applicants are destroyed after 6 months.