

APPLICATION FORM GUIDANCE NOTES

APPLYING FOR A JOB WITH LOCAL SOLUTIONS

IMPORTANT ADVICE ON COMPLETING YOUR APPLICATION FORM

The decision to invite you for interview is based entirely on the information you give on your application form.

In your pack you have a job description and person specification. You should read this carefully as this information will help you to decide if you want to apply for the job. The job description lists the duties of the post. The person specification lists the knowledge, skills and qualification needed to do the job.

Make sure that your application form clearly shows how you meet each item of the person specification, which is to be assessed from the application form.

Should you require a reasonable adjustment to our recruitment process please contact the Human Resources Department at the earliest opportunity to ensure measures can be put in place to enable your application for the post. For further support please contact the HR Department on (0151) 705-2381.

Please type or use black pen – black pen shows best when photocopied.

The Equality & Diversity section is optional to complete. We use this information to help us in assessing the effectiveness of our Equality & Diversity Policy. The completed monitoring form (page one and two) is separated from your application form as we receive it and no one involved in the selection process has access to it. It is used for monitoring purposes only.

1. **VACANCY DETAILS**

Complete where you saw the vacancy advertised, the full job title and name of the department / location of the post.

2. **PERSONAL DETAILS**

Give your title, full name, address, postcode, contact telephone numbers (if you are on the telephone), e-mail (if available), and state whether or not you are a UK resident, if not please state whether or not you hold a work permit and the expiry date. All prospective employees will be required to supply evidence of eligibility to work in the UK. If you are selected for interview you will be provided with further information detailing what documents will be required.

3. **CRIMINAL CONVICTIONS**

Exemption under the Exceptions Order to the Rehabilitation of Offenders Act 1974

You are advised that the post for which you are applying may be exempt under the Rehabilitation of Offenders Act 1974 and subject to a Disclosure Check via the Disclosure & Barring Service. If so, then details of all criminal convictions, including spent convictions, cautions and bind-overs must be provided, together with relevant dates.

You are asked to sign that the information you have provided about your criminal convictions is a true statement. Applications from people with criminal records for jobs at Local Solutions will be treated according to their merits.

A conviction will not necessarily be a bar to obtaining employment, this will depend on the nature of the position and the circumstance and background of the offence(s) **BUT** failure to disclose any criminal conviction will disqualify you from this appointment and may render you liable to dismissal without notice.

Disclosure checks will be sought prior to starting. Please note that costs for DBS may be deducted depending on the vacancy you are applying for.

If you have any doubts about this question, please take advice from the Human Resources Department. The Disclosure and Barring Service Code of Practice and Local Solutions Recruitment Policy in relation to people with a criminal record is available upon request.

4. **TRANSPORT**

This section is only required to complete if the post is an essential car driver role. (listed in person spec)

5. EQUALITY & DIVERSITY

Statement of Equality & Diversity

Local Solutions aims to embrace Equality & Diversity. It aims to ensure that no job applicant or employee receives less favourable treatment on the ground of race, age, religion or belief, sex, sexual orientation or disability, gender reassignment, pregnancy & maternity, marriage & civil partnership. Selection criteria and procedures are reviewed to ensure that individuals are elected, promoted and treated on the basis of their relevant merits ability. All employees will be given equal opportunities and where appropriate and possible, special training to enable them to progress both within and outside the organisation. Local Solutions is committed to a programme of action to make this policy effective and will bring it to the attention of all employees

In order to ensure the continued development of the Equality & Diversity Policy, all applicants are asked to place a tick in the appropriate box and complete the details required. The information will be used solely for monitoring purposes and will be treated as confidential. You are under no obligation to fill in this section, but it would help our monitoring if you do so.

Local Solutions is committed to achieving equality of opportunity and adheres to the relevant legislation in order that all groups in society may have access to employment opportunities. Local Solutions has been awarded the right to use the LGBTIQ Charter Mark Mindful Employer & Disability Confident Symbol. If you have a disability it has been stated on your application form and you have met the essential criteria for the job, you will be guaranteed an interview. If you have a disability, please advise us of any adjustment/aid you might require for the recruitment process and subsequent employment. If you are invited for an interview this can be discussed with you further.

Disability questions are asked in accordance with the Equality Act 2012 and any subsequent updates. The information you provide will help us to help you through the application process.

6. EDUCATION / EMPLOYMENT / VOLUNTARY HISTORY

QUALIFICATIONS AND TRAINING

Specify details of **ALL** qualifications and training starting from and including any secondary education. Please do not use abbreviations, specify the full title of the qualifications. You should also include training that you have undertaken outside work if the training is relevant to the post.

PRESENT / LAST EMPLOYER

Please give us the basic details of your current/most recent employment with an outline of your duties and responsibilities. State your reason for leaving or reason for this application if currently still employed.

PREVIOUS EMPLOYMENT HISTORY

Please provide **FULL** details of your previous employment since leaving secondary school, accounting for any periods of unemployment, for Job Seeking/Pregnancy etc. Outline your previous work experience and responsibilities, in date order starting with the most recent first. You should use a separate box for each position held. Use a separate sheet if necessary.

You may wish to upload a CV or Written Statement to this section.

7. REFERENCES

In order to support the selection decision, references are sought. You are asked to provide the names and addresses of three referees, one of whom must be your present or most recent employer, the second must be your previous employer before that and the third must be from a professional member of the community. (Please provide company contact address only).

If you have never worked you should identify three professional referees – not family members - who are able to tell us about your skills, knowledge and abilities, e.g. Head Teacher or Voluntary Work Organiser.

It is your responsibility to obtain consent from references before providing their personal information to us.

8. VALUES



As a company we are committed to recruiting the best employees for our vacancies. The diagram illustrates the four key values that we feel perspective employees should have.

9. **CONSENT**

Refer to our Data Privacy notice on our website for details on how we process your data securely within GDPR requirements.

10. **DECLARATION**

Please read declaration statement and confirm the information on the form is accurate and true. Providing false or misleading information during application, selection and at any pre-employments stages may result in the offer being withdrawn.

11. **RECRUITMENT COMPLAINTS PROCEDURE**

Candidates who have reasons to believe that they have been treated unfairly or discriminated against at any stage of the recruitment and selection procedure may complain to the Head of HR.

AND FINALLY

- Check that you have answered all questions, sign and date the application form and submit online or return to: Local Solutions, Human Resources Department, Mount Vernon Green, Hall Lane Liverpool, L7 8TF.