

Why it is important to follow these guidance notes

These notes have been designed to assist you in completing your application form. Please take a few minutes to read them through. The information you provide will be used to decide whether to shortlist you for an interview and it is important that you complete all sections of the application form accurately and honestly. We only accept the completed application form and do not accept CV's.

Five Rivers Child Care is committed to safeguarding and promoting the welfare of the children and young people in our care. Our recruitment and selection process carefully follows "Safer Recruitment" practice to ensure that the applicants we select are the most suitable and safe to work in this sector.

We are also committed to equality of opportunity and welcome applications from all groups of the community.

Tips for completing the application form

- Before you start, make sure you have the details of your employment history, start and end dates of employment, Employer name, address, telephone and email.
- For roles within a "regulated activity" we are obliged to obtain your full employment history.
- If you have had any gaps in employment, you will need to provide the dates of the gap and reasons. You will not be able to proceed if there are any unaccounted gaps in employment.
- You will need to give your current employer details as a referee, followed by your most recent employer and a third referee. Ensure you have all relevant details to hand.
- If you have previously been employed in social care or education and this isn't within your recent job history, make sure you have the details of a referee from this employment.
- Please ensure you complete all fields marked * as these are mandatory and you will be unable to move to the next section if not completed.
- Don't wait to the closing date to apply, if we have a lot of interest we reserve the right to close the job early.
- If you are a qualified Teacher or Social Worker, find out your registration number as you will need to insert this.
- Have your National Insurance number ready to insert.
- We ask for details of your Secondary School and Further Education. Make sure you have the start and end date and the qualifications achieved (subject/level/grade).
- Ensure you have read the job description and person specification. This will enable you to explain your reasons for applying for the role and how your skills, knowledge, aptitude and experience matches the job/person criteria. It may be helpful to prepare your response before going on line to complete your application, so it is ready for you to insert.
- Allow sufficient time to complete the application form. It will be quicker to complete if you have all the relevant information available.
- If you wish to exit the application form and revisit it at a later time, make sure you save it by using the "save and return" button. You will receive an email with a link.
- Please indicate if you have any special requirements to enable you to attend for interview.
- Equal Opportunities monitoring: we are committed to ensuring all applicants and employees receive fair treatment. The information collected is separate from your

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application form and is not used in the selection for interview. It is used to assess whether our recruitment practices are attracting a range of people from all groups within society.

- If you experience any difficulty completing your application form contact hr@five-rivers.org or telephone 01722 435752.

Once you have applied

- **Thank you** for applying and we wish you every success with your application.
- Following submitting your application on line you will receive an email confirming receipt.
- If you are short-listed, we aim to be in touch ASAP to invite you to interview.
- If you are not short-listed this time round, please apply for future posts as next time you may be just what we are looking for.