**Advice for Job Applicants**

**Please read these notes carefully, they have been written**

**to help you make the best of your application.**

The decision to invite you for an interview is based entirely on what you write on your application form, so it is important that you give as much information about yourself as possible and relate it to the post you are applying for. If necessary, you may use additional sheets of paper. It is a good idea to write out a rough copy before you complete the form. Please provide details to back up what you say. We are attempting to remove subjectivity from the recruitment and selection process, and we cannot assume anything on the basis of incomplete information.  Remember that the selection panel does not know you and needs to be told why you should be selected.

Please complete the form in **black ink** or typed to ensure legible photocopies.

Please do not send your curriculum vitae or any other papers, documents or certificates.

The application form is broken down into sections:

**Personal Details**

This section is self-explanatory.

**References**

Please give the names and addresses of people who have knowledge of your skills who would be willing to comment on your suitability for the post.  Please state clearly in what capacity you know the referees.

We sometimes contact your present employer for a reference before the interview in order to speed up the process, but if you do not want us to do this (and we understand that this is not always appropriate) then please indicate this clearly.

**Education**

Give details of secondary schools, colleges, evening classes and training courses you have attended, and state clearly which examinations you have passed with grades gained, and which qualifications you have obtained.  Courses you did not complete for any reason may also be relevant.

**Employment History**

Give details of all your jobs, from the earliest to your present or most recent, and a brief outline of your duties in each.  If you feel you have gained relevant skills and abilities from non-work experience, please give details as well.  You may feel, though, that this type of experience fits more naturally into the supporting statement (see next section).

Please be realistic when stating when you could take up the job.

**Reasons for Applying**

This is a very important part of the application form.  We want a comprehensive statement about you – too often people just write three or four lines, but this is never enough for our panel to form objective conclusions about you, and it is most probable that you will not be short listed if you do not give enough information.

**Ex-Offenders**

Support to Recovery does not discriminate unfairly against ex-offenders, but because we carry out a Social Services function all applicants must declare all convictions spent or unspent that are not protected as defined by the Rehabilitation of Offenders Act.

**NB** All such information will be treated as strictly confidential, and that a person’s criminal record will not automatically exclude them from being appointed to any post, but the nature of the offence and surrounding circumstances will be taken into account in relation to the duties of the post.

**Closing date/Interviews**

Applications received after the closing date (see advertisement) will not be considered under any circumstances. Interviews are normally held within three weeks of the closing date, and we try to give shortlisted candidates as much notice as possible.

**Thank you for your interest in the post – if you have any comments or questions
about our recruitment and selection process, please write to our Senior Manager,
at: Support to Recovery, 5-7 Brook Street, Huddersfield HD1 1EB**

**Application Form**

|  |
| --- |
|  Post Title:  |
|  Surname:                                                         Forename:   |
|  Address:   Telephone No:   Home:                           Mobile:                           Work:                                             E-mail:  |
| National Insurance number:      Are you free to remain and take up employment in the UK with no current immigration restrictions?    |
|  Do you own a car?                                      Do you hold a current clean driving licence?   |
|  Do you require any special adjustments in order to attend the interview? (e.g. wheelchair access)  If yes, please give details.   |
| Please provide the name, address and telephone number of two references. Once should be your current or most recent employer, or, if appropriate, a tutor. Please indicate in what capacity you know the referees:  |
| A report from your present employers will be required, but they will not be approached without your permission.  May we approach them now?  |
|  |

**EDUCATION** – Please give details of your education and training, plus any qualifications you have obtained.

|  |  |  |
| --- | --- | --- |
| From                  To  | School / College / University  | Degrees, Diplomas. Certificates, or other Qualifications  |
|  |  |  |

**EMPLOYMENT** – Please give details in date order (most recent first). Include waged and unwaged work, unemployment, caring for others, voluntary activity, and other ways you have used your time.

|  |  |  |  |
| --- | --- | --- | --- |
| From              To  | Name & Address of Employer  | Position held/ summary of duties  | Reason for leaving    |
|  |  |  |    |
| Present or most recent salary £  When could you take up the appointment?   |

**REASONS FOR APPLYING** - Please give your reasons for applying for this post and why you feel you are suited to it. Please refer to the essential and advantages skills section in the Job Specification and tell us what experience would you bring and how you would make this project successful? Please attach a further sheet if necessary, but do not send a CV etc.

Spare time interests, hobbies, etc.  Please include membership of clubs & societies, including offices held in these.

**S2R is discharging a social service function and is covered by the Rehabilitation of Offenders Act 1974.**

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.*

*Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.*

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

If yes, please give details.

Where did you see this post advertised?

**DECLARATION** - I hereby declare that to the best of my knowledge the information given on this form is true and correct and can be regarded as part of any subsequent Contract of Employment.

**Signed:                                             Date:**

**NB** – Any false statement within this application regarding qualifications or experience will result in disqualification.

Please return your application to:

**S2R Support to Recovery**

**5-7 Brook Street, Huddersfield, HD1 1EB**

Or by email to: contact@s2r.org.uk

We look forward to hearing from you.