



Good Shepherd Trust  
Life in all its Fullness

## Job Application Form - Guidance Notes

### Section 1: Your personal details

#### Right to work in the UK

The Asylum and Immigration Act 1996 makes it a criminal offence for the Trust to employ any persons who do not have the right to live and work in the United Kingdom. All British citizens must complete their national insurance details. If you are a non-British citizen but have the right to live and work in the UK please ensure you complete the sections on work permits and/or visas and national insurance number (if applicable).

If successful in your application you will be required to provide documentary evidence of your right to live and work in the United Kingdom prior to commencing employment with the Trust.

#### Relationship

Canvassing directly or indirectly will automatically disqualify you from the recruitment process.

#### Applicants with disabilities

If a disabled applicant meets the minimum essential criteria for the post they will automatically be invited for interview. Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

#### Rehabilitation of Offenders Act 1974

The Application form refers to changes brought about because of legislation which came into force on 28 November 2020. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020) allows certain old and minor cautions and convictions to no longer be subject to disclosure once they become spent; these are referred to as filtered or protected offences. In addition, employers are no longer able to take an individual's protected cautions or convictions into account when making decisions.

#### In relation to requests for details about previous convictions, our application form states:

**“Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.”**

We do not ask applicants to return a criminal self-disclosure form with the application pack. The criteria for short-listing will be the same for all candidates and is related to the job description and person specification. It would be unfair to discriminate against a candidate at this stage solely based on the grounds that they have a criminal record.

Please note that it is the responsibility of the applicant to understand and disclose information in accordance with the DBS guidelines. A flowchart to help you determine what to disclose is included at the end of this document. Further information and advice can be found here:

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/>

Unlock – <http://hub.unlock.org.uk/contact/>

## **References**

External applicants must provide details of two referees. One must be your current or most recent employer and the other may be a previous employer or a character reference. Where possible the two referees must be from separate sources and not the same organisation or employer. In the case of school leavers a reference should be from your headteacher.

All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation. If successful in your application references will be requested so please ensure you have the referee's permission to provide their details on your application form.

Internal applicants who have more than a year's service within the Trust need only provide one referee whom they have known for a year or more. This cannot be your line manager if they are part of the interview panel for the post for which you are applying.

## **Section 2: Qualifications**

If successful in your application you will be required to provide original documentation of qualifications. Photocopies are not acceptable.

### **Your professional membership details**

Please complete this section if you hold any professional memberships which are relevant to the post for which you are applying. Where applicants are applying for a teaching post they must complete the information in this section on their DFES status.

### **Your employment history**

All applicants must complete this section, giving details of their employment history for the past 10 years leaving no periods of time unaccounted for. In addition, applicants may provide details where experience gained more than 10 years ago is relevant to the post being applied for. Indication of time off for a career break, for caring responsibilities, for study, travel or absences from work owing to a disability will not prejudice your application. Please attach additional sheets if necessary.

## **Section 3: Supporting information**

The information you provide in this section will be used when shortlisting applications for interview so it is very important that you provide as much information as possible to clearly show how you meet the essential and desirable requirements detailed in the person specification. If you run out of space you can attach additional sheets to your application. Please ensure these are signed and dated.

### **Declaration**

All applicants must sign the declaration to certify that the information provided on the application is correct and that they have read and understood the conditions of their application. Any applications received where the declaration has not been signed will be returned to the applicant.

### **Equality and diversity**

The Trust is an equal opportunities employer and actively welcomes job applications from all sections of the community. No job applicant will be treated less favourably because of his or her gender, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation or by any other condition or requirement that cannot be shown to be justified.

The information you disclose on this part of your application form will be used for monitoring purposes only. Through monitoring the Trust is aware of the make-up of employees and can then focus support and guidance where best needed.

This section of the form will be separated from the job application form on receipt. The information disclosed in this section will not form part of the recruitment or selection process and the interview panel will not see this part of your form.