



## **APPLYING TO WORK WITH ONSIDE**

### **Completing our application form – guidance notes**

To comply with Onside's Equality & Diversity Policy Statement, we intend to ensure that all applicants are treated fairly throughout the Recruitment & Selection process. To assist you in preparing your application, please read these notes carefully before completing the forms. The headings within the guidance, starting with "Personal Information" relate to the same headed section on the Application Form, for ease of cross referencing.

The information you supply within the Application Form provides the only information we use to assess your initial suitability for the role and our decision whether or not to progress your application to interview stage.

### **The Person Specification & Role Description**

Within the application pack, are a Person Specification and Role Description. These documents set out any knowledge, skills, qualities and experience necessary for the position and any key duties of the role. In your application, you need to explain how you feel you meet the criteria set out for the role and why you wish to work with Onside.

### **Introductory Notes**

Please type or write your form in black ink. The form will need to be photocopied and other ink colours do not always copy well.

Please complete the role title and reference number boxes (where given) on the application form.

Please ensure you complete the header at the top of each page of the application form, requiring your name and the role reference number, if one is given. Likewise, any additional sheets used must include the same information.

If you have a disability or special needs and wish to receive assistance in completing the form, or prefer to receive the pack in an alternative format, please contact the HR Department on 01905 27525.

Please make sure you return your application pack by any return date and time given.

### **Personal Information**

You need to complete this section accurately and in full, as the information provided here assists us in meeting the requirements of the Asylum & Immigration Act 1996 and our duty to safeguard children, young people and vulnerable adults through a range of checks, some of which involve the use of this personal data from this section.

You should note that we are unable to allow you to work if you do not have the correct immigration status documentation, such as an appropriate visa. Any invitation to undertake work with Onside is conditional upon you providing proof of the correct status through appropriate documentation, further details of which will be supplied to you, in the event that you are invited for interview.

You should give details of any Employee, Trustee or Member you know currently working at Onside. Failure to disclose such information may mean you are disqualified from consideration. Seeking the support of or canvassing any trustee, member or recruiting manager will disqualify a candidate from the process or appointment.

### **For posts where independent travel is required**

This section should be completed if independent travel is a requirement for the role, which will be stated in the job description. Please give specific details as to how you would meet this requirement, e.g. full driving licence and own vehicle

## **Education and Qualifications**

The Person Specification details any essential or desirable qualifications necessary for the role and these should be listed by you in this section.

Education and qualifications means detailing the exams that you have passed and courses that you have undertaken.

If you are invited for interview, you will be asked to bring with you proof of the key qualifications, you have listed as having obtained.

## **Membership of Professional Bodies**

You should tell us here about any professional organisation of which you are a member, related to your training, qualifications or paid or unpaid work. If you provide details in this section, Onside reserves the right to verify the membership status given and where a particular professional qualification is deemed an essential requirement for the role, membership status will always be checked, for example, membership of a recognised accountancy body for designated finance roles.

## **Work history and record**

The form asks you to give details, to the nearest month and year, of all previous jobs held, starting with the present or most recent experience. You should include all posts held whether they be or have been full or part time, permanent or temporary.

In addition or, alternatively, some people will have developed relevant skills and experience through voluntary work and this can be stated in the section headed Voluntary Work. If you include any voluntary work, you should still list the name and address of the organisation(s) you are or have been involved with.

## **Gaps in work history or experience**

As part of our safeguarding checks, you are required to list information on any gaps in your employment history; for example, a gap year travelling post or pre-university, having a period as a full time carer for either children or another relative, a return to full time study or a period of unemployment. If you are invited for interview any gaps in your work history will be discussed with you and you will be asked to verify those gaps as far as possible.

## Supporting Statement

This section of the Application Form is very important. You should use it as the opportunity to demonstrate why you are interested in the position and are suited to the role, and how you match up to any criteria stated.

You may wish to use the Person Specification and Role Description as templates to complete this section, perhaps writing under each criterion, as a sub heading.

You may also wish to refer to skills developed both through paid employment and involvement in voluntary, community, social or home-based activities.

## Onside Values

Onside Values aim to define what it is to be an employee of Onside. You should use this section as the opportunity to demonstrate how you would support these values if you were to be successful in being appointed to the role.

## Voluntary Work

Please state the details of any voluntary work to include the name and address of the organisation and brief details of the support/work you carried out

## Other Relevant Training

This section provides the opportunity for you to detail any additional training you have undertaken which you feel is relevant to the position you are applying for e.g. Safeguarding Training, First Aid at Work etc

## References

As a charity that serves vulnerable adults and children and young people, safeguarding and protecting them is of paramount importance to us. We are, therefore, rigorous in our pre-engagement checks for this reason.

Please ensure you give a minimum of two referees and references that cover at least the last 5 years of employment including one from your current or most recent employer.

Personal references should not be from a relative but from someone who can give a view of your work (paid or voluntary) and where applicable,

any work you have undertaken with children, young people and vulnerable adults.

The references you have offered will be taken up and any offer of employment is subject to receipt of references, satisfactory to ourselves. We also reserve the right to contact any other previous employer or personal referee stated for a reference.

With regard to posts which involve working with children or young people, we will also take into consideration relevant information received from any source. This may include information held by a relevant local authority, for example, in Social Care or Education, and information received from other external authorities or bodies.

You will need to ensure that a referee can validly comment on your work with all user groups; that is, they have first hand knowledge of your work with them.

We recognise that you may not wish us to approach your current employer before an invitation to take up a position in addition to or instead of your employment, is made and will not do so unless you have indicated that we may.

If you are unemployed, you should include your last employer. You may also give a referee through any voluntary work you have or currently undertake(n).

### **Criminal convictions**

If the role is exempt from the Rehabilitation of Offenders legislation, **you must still declare any spent or unspent** cautions, convictions or reprimands, or final warnings on your criminal record on the Self Declaration Form which will be sent to you on invitation to interview.

If the post is **not** exempt from the provisions of the legislation, but you have an “unspent” caution, conviction or reprimand, or final warning on your criminal record you **must declare this** on the Self Declaration Form.

Having a criminal record does not automatically prevent you from being considered for a role as we will take into account all the necessary details and their relevance to the role. If you are invited to interview, this may be discussed with you at that time. For further details of our approach to the recruitment of ex-offenders and our CRB Disclosure Policy - Statement on the Recruitment of Ex-Offenders, please contact us.

## Signing and returning your application

Please keep a copy of your completed form. The interview will include questions about the information you have given on the form; for example, as part of our safeguarding checks which will verify with you the personal and work history information supplied.

Please return it to the Recruitment Team at Onside, Williamson House, 14 Charles Street, Worcester, WR1 2AQ or via email to [recruitment@onside-advocacy.org.uk](mailto:recruitment@onside-advocacy.org.uk).

If you require any further advice on any of the above, please contact the office on 01905 27525

If you submit your application electronically, you will be asked to sign your application form if invited to interview. By signing your application, you are indicating that the statements you make are true and complete. Making a false statement on your application may affect any invitation to undertake voluntary work with Onside.