

Instructions for completing the application form

Please read the following notes carefully before completing the application form

Application form

1. Application forms should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form as CVs alone will not be accepted.
2. Any CVs sent direct to the Recruitment Officer will not be accepted. If you require a manual application form then please contact info@rootshr.org.uk
3. Please complete the application form in full and return before the closing date. If you do need to fill it in by hand please use black ink and write clearly to avoid the misinterpretation of the information submitted. If you are unsure about how to complete the form please contact info@rootshr.org.uk
4. When completing the section on **employment history**, it would be helpful if you explain any breaks, for example 'returned to education' or 'seeking employment'.
5. It is most important that when completing the section '**Supporting Information**' that you provide details about yourself in relation to the job details description and person specification and in particular that you describe how the skills and experience you have had match the person specification. Please keep your response to 3 sides of A4 maximum including the 2 sheets provided in the application form. If typing your application you should use a minimum of Font size 12 (Arial).

Equal Opportunities

Gateway Family Services promotes equality and diversity in all aspects of its work. We encourage applications from all groups represented in the wider community at a local, national and international level. Gateway will endeavor not to discriminate unfairly or illegally, directly or indirectly, against any staff or potential staff.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling Gateway to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Shortlisting

Once you have submitted your application and the closing date has passed, all applications will be reviewed and shortlisted. You will be notified whether you have been shortlisted or not for interview/selection. Please remember to check your emails and voicemail regularly once the closing date has passed. If you are not successful, we do not provide feedback at application shortlisting stage.

Disclosure & Barring Service Update - DBS (formally CRB)

Because of the nature of our work, if you are successful at interview you may be asked to complete a form for a DBS disclosure, this will depend on the role you have been selected for and will be outlined on the job advertisement. If you already have a disclosure from another job, it will not cover you for your new one, unless you have signed up to the new DBS update service (effective from 17th June 2013). Please note that if you have already subscribed to this service, this would be an easy way of completing your DBS disclosures, as you would simply need to forward details of your current DBS disclosure reference at interview stage.

Referees

All references from current and previous employers will be sought and must cover a minimum of **3 years employment**. Therefore, when completing the reference section of your application form, please complete the required information. Failure to complete this section may result in your application not being processed.

Referees should be able to comment authoritatively on your work, education, skills and abilities and must not be related to you. If you are unable to supply details of a referee from employment history, we would suggest you recommend an individual who perhaps knows you from voluntary work you may have done, or someone who knows you from any representations at community groups/charity work etc.

References may be sought for all short-listed candidates prior to interview, please tick the appropriate box on your application form to indicate whether you are happy for us to do so prior to your interview, if you are shortlisted.

Legal Right to Work in the UK

If you are selected for the role, you will need to provide evidence of your ability to work in the UK. This can be e.g. a British passport, a British birth certificate, or a birth certificate with a work permit if you were born outside of the EU. If you are unsure as to whether you have the correct document, you find the information on the Gov.uk website. <https://www.gov.uk/government/publications/right-to-work-checklist> You will also be required to show these documents at interview stage, if you are successful.

Data Protection Act 2018 and UK GDPR

We are fully committed to data protection principles. We understand our responsibilities for, and will be able to demonstrate compliance with, the principles set out in the Data Protection Act 2018 and UK GDPR. We will process your information for the purpose of gaining employment with Gateway Family Services. For more information on how we process your data please refer to our privacy policy on our website <https://gatewayfs.org/contact-us-2/privacy-policy/>

Guaranteed Interview

Gateway Family Services offers an Interview guarantee to people with disabilities where they fulfil the requirements of the person specification for the role. Please complete this section should this reflect your situation.

We look forward to receiving your application.

If you have any questions relating to the application form please contact info@rootshr.org.uk