

Caudwell Children

Guidance Notes for Applicants

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The Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

Thank you for expressing an interest in this vacancy. Please read this information before you complete the application form:

You must complete the Caudwell Children application form to apply for this vacancy; CV's will not be accepted. Proper completion of this form is an essential part of the selection process.

- **Each vacancy is based upon a job description and person specification.** The job description lists the key responsibilities of the post. The person specification outlines the skills, knowledge, experience and qualifications etc. Remember, you will be selected for interview based entirely on the information you provide in your application form. Please read the job description and person specification very carefully so that you know what the job involves and match your skills, abilities and knowledge to it.
- **The completed application form must show that you meet all the essential criteria.** To make sure we treat all applicants fairly, we do not make assumptions about you, we only look at what you tell us about yourself in the application form.
- **Complete all parts of the application form** and ensure that the information you supply is clear, precise and is aimed at the job you are applying for. Always ensure that any additional sheets are securely attached to your application form.
- **Please make sure you return your application form by the closing date.** No applications can be accepted once shortlisting for the vacancy has begun.
- **After the closing date, shortlisting will start.** If we have not contacted you within 28 days of the closing date you can assume that this time your application has been unsuccessful.
- **We welcome applications from all sections of the community** and are pleased to help meet any requirements arising as part of the recruitment process.

Guidance Notes for Completion of Application Form

Please complete your application form either electronically or use black ink/ball pen.

Section titled Additional Information: When completing this section of the application form please make sure that you describe fully where and how your experience, skills and abilities meet those described in the job description and person specification.

Previous Employment / Education History - Please ensure all gaps in employment / education history are fully explained on your application form. We may wish to verify this information during the recruitment process.

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Certain jobs, typically those involving substantial access to children or vulnerable adults, require disclosure of all criminal convictions or cautions whatever their nature and whenever they occurred. It is important that you volunteer such information at the outset.

References – In certain circumstances it may be necessary for us to contact more than 2 references. This might include contacting previous employers or to verify gaps in employment. In this situation you will be asked to provide contact information to enable us to take up these additional references.

If you require any additional help or guidelines on completing your application please contact any names listed in the application pack. You may find it helpful to keep a photocopy of your application and any supporting information.

Disclosure and Barring Service Checks

The Criminal Records Bureau (CRB) and the independent Safeguarding Authority (ISA) have now merged to become the Disclosure and Barring Service (DBS). Successful candidates are required to undergo a DBS check; the level of which is dependant on the role. Roles involving direct work with children and young people are exempt from the Rehabilitation of Offenders Act.

Standard disclosures: Contain details of all cautions, convictions, reprimands and final warnings which are not protected by the Rehabilitation of Offenders Act.

Enhanced disclosures: Contain details of all cautions, convictions, reprimands and final warnings which are not protected and may also include other relevant information. Other relevant information may be disclosed at the discretion of the chief police officer of the force that holds the information, if they reasonably believe it to be relevant to the role. Enhanced disclosures are only available for certain jobs and activities listed in both the ROA Exceptions Order and also the Police Act 1997 (Criminal Records) regulations.

Enhanced disclosures with children's and/or adults' barred list check(s): Contains the same information as enhanced disclosures but also details as to whether the person is barred from working with either children or vulnerable groups (or both). To be eligible to request a check of the children's or adults' barred list, the position must be eligible for an enhanced disclosure and also specifically listed in the Police Act 1997 (Criminal Records) regulations as eligible to check against the appropriate barred list(s).

Office based employees will generally only need a standard DBS check, however, roles which involve working with children and young people will require an enhanced with barred lists check.

In addition, candidates will not be asked to exercise their subject access rights to obtain information about their criminal convictions and cautions and, in accordance with section 56 of the Data Protection Act.

Candidates will be asked for proof of identity and proof of residency (utility bill or bank statement) dated within the past 3 months in order for the DBS check to be carried out.

Right to Work Documentation

Candidates are asked at interview to provide proof of identification and right to work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006. You should bring along to your interview one of the following:

- **UK passport** confirming the holder as a British citizen, or
- **Full/A4 sized British birth certificate** containing at least one of the parents details, in combination with a document showing the national insurance number (NI card, P45, letter from a government department or payslip from a previous employer).
- **EEA passport** confirming the holder as a national from an EEA member state.
- **Non-EEA passport containing a valid Home Office endorsement**, or a Biometric Residence Permit or other acceptable Home Office documentation.

The above list is not exhaustive, full details can be found in the Home Office acceptable right to work documentation (list A and B). Please also note that photocopies produced at interview are not acceptable; original documents must be presented.

Equal Opportunities Monitoring

Candidates are asked to provide equal opportunities details when making their application to enable a robust means of monitoring the success of recruitment in relation to equal opportunities and equality and diversity. Upon receipt of the application pack, the equal opportunities monitoring form will be separated and will not be seen by the recruitment and selection panel. The completion of this form is completely voluntary, however, it will help us to ensure a fair and consistent recruitment and selection process.

Data Protection Act

The Data Protection Act 1998 places responsibilities on employers to process personal data that we hold in a fair and proper way. The Act came into force on 1 March 2000 and regulates the use of personal data, including any data you supply on this application form.

The information you give us will be kept confidential and will only be used for the purpose of personnel management.

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Changing Children's Lives