

## Information for completing Job Applications

### Application choices



When you apply for a job at Inclusion North you have choices for completing your application.

- You can fill in an application form
- You can send an audio recording or a video recording



If you need any other adjustments making to support, you to apply for the job please let us know.



If you send us an audio or video application, this needs to follow the format of a paper application form.



The information we would need you to include is -

### Information about you Tell us



- Your name

- Your address



- Your postcode

- Your telephone number



- Your Email Address



- Your Notice period if you already have a job – this means how much time you have to give your current job before you leave to start a new job



- If you need any support at your interview

**References** - A reference is a form that someone fills in to say if they think you will be good at a job.

The person who fills it in is called a referee. You need 2 people to be a referee for you. It should be people who know you well but not family or friends.

Tell us



- The name of a Professional Referee – if you have a job this must be your line manager



- Their address
- Their postcode
- Their telephone number
- Their email address



- How do they know you?



- The name of a Personal Referee

- Their address



- Their postcode
- Their telephone number
- Their email address



- How do they know you?



## **The skills and knowledge you have to do the job**

- Please look at the Person Specification and tell us how you meet each of the criteria listed within it. We shortlist people based on how closely they match the Person Specification.
- Tell us about things you have done in the past that demonstrate how you match the Person Specification. This might be something you have done at work or as a volunteer.



## **The jobs and voluntary work you have done before**

- Tell us about all the work you have done before. This could be paid or voluntary work. Don't leave any gaps in time. For each job or voluntary role, tell us who you worked for and the date you started and finished that job.



## **The education and training you have had**

- Tell us about your education and any courses or training you have been on that might help you to do this job. Tell us about any qualifications and what grades you got



## **Criminal record declaration**

This job is not exempt from the Rehabilitation of Offenders Act 1974.

- Tell us if you have a criminal record, you can tell us on the video or audio or telephone Melissa Peacock Office Manager on 0113 2444792 to tell her in private or ask for the form to complete.





We only ask people who apply for a job to tell us about convictions which are not yet spent under the Rehabilitation of Offenders Act 1974.

If you are not sure whether your convictions are spent, you can contact Inclusion North for further advice or you can also contact Nacro Tel: 0300 123 1889.



### **Equal Opportunities**

If you are happy to share this information, please tell us these things about yourself. It is fine to just tell us some of the things on the list. You don't have to answer all of them.



- Your gender
- Your Sexual Orientation
- Your Ethnicity
- Your Religious beliefs
- If you have children or carer responsibilities
- Your Age
- If you are disabled
- Where you saw the job advertised



This information will be kept confidential and secure and will only be used to check that we treat people fairly no matter who they are.

### **What we will do with your audio or video application**



One of the people who works in our team at Inclusion North will type all of the information you give into an application form.



The personal information and equal opportunities forms will not be given to the selection panel.



The rest of the application form will be shared with the interview selection panel in paper format.

This means everyone's applications are equal for deciding which people we want to interview.