

GUIDELINES TO COMPLETING THE APPLICATION FORM

Below are the main points to remember when completing your application form:-

- Use black ink or type.
- Do a rough draft first. This will help you to avoid making mistakes and allows you to ensure that the information you have given is relevant.
- All applicants are asked to fill out the standard application form. Do not send a CV with your application as this will not be considered.
- Fill in **ALL** sections of the application form. Information provided on your application form is the only information used when matching your knowledge, skills and experience to a particular post. We cannot make assumptions about your abilities and do not take into account any previous applications or prior knowledge of you.
- Use the Role Profile provided when completing the form. Consider whether your knowledge, skills and experience match those needed in the job and if so whether you can show this on your form.
- Make use of the blank section headed “additional information”. Use this section to explain exactly how you meet the essential criteria on the person specification by providing examples of how you meet each criteria. Remember we cannot make assumptions.
- Don't just repeat your career history, but explain the skills you have developed using experience outside of the work place as well as whilst in employment, to show how you match a particular skill.
- Do not simply copy a previous application form but pay attention to the specific requirements for the job you are applying.

Once your Application Form is Completed

Once you have completed the application form you can then send it electronically to gn@groundworknottingham.org.uk. If you have difficulty applying electronically then we do accept postal applications. Please post your completed application to:-

The HR Team
Groundwork Greater Nottingham
Unit A
Tennyson Hall
Forest Road West
Nottingham, NG7 4EP

Once we have received your completed application we will send you an email to confirm receipt (This only applies where an email address is supplied). If, after that, you don't hear from us within six weeks, it is unlikely that your application has been successful. However, we are happy to provide you with feedback on your application

should you wish to receive it. For feedback please contact the HR team on 0115 9788212.

Frequently Asked Questions

1. When do posts close?

All posts close have a specific closing date and time. This can be found on the advert. We do not accept applications that are received after that time.

2. How long will I have to wait to find out if my application is successful?

If you have not heard from Groundwork Greater Nottingham within six weeks of the closing date then you should assume that your application has been unsuccessful.

3. If I am applying for more than one job, do I need to fill out a separate application form?

Yes, for every job you need to complete a separate application form and ensure that you address the particular criteria on the person specification for the specific job you are applying for.

4. How will I know that you have received my application form?

Once we have received your completed application form we will send you a confirmation email wherever email addresses are supplied.

5. Who should I provide as my referees?

You will be asked to provide 2 referees who must be able to comment on your past employment and recent work performance in relation to the post's selection criteria. It is therefore advised that one of your referees be your most recent direct supervisor/line manager, or if you have just completed full-time education the Headteacher or your Tutor. Do not include family members or friends. Please note referees' details are compulsory fields on the application form. If you are not sure who to put as your referees then please contact the HR team who will be happy to advise you.

Referees will not be contacted unless you are offered a position in the trust and we will inform you first before contacting your referees.

6. What is the Equal Opportunities Form used for?

Groundwork Greater Nottingham is committed to ensuring that no job applicant, employee, volunteer or Board member receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, religious beliefs, gender or gender re-assignment, pregnancy or maternity, marital status, sexual orientation, disability, responsibility for dependants, age, or unrelated criminal convictions ("the Protected Grounds"), which cannot be shown to be justified.

The information gathered on the form is used to assist us in monitoring the effectiveness of our policy and will not be taken into consideration for short-listing and interviewing purposes.

7. What is the Disclosure Form used for?

If the post you are applying for is defined as regulated activity and/or exempt from the Rehabilitation of Offenders Act then this will be clearly stated on the job advert and person specification. If this is the case, you are therefore required to declare all spent and unspent convictions and any warnings and cautions on the Self

Declaration form provided. If you are offered the position then an enhanced check will be undertaken to verify this information.

If the position is not defined as regulated and/or not exempt from the Rehabilitation of Offenders Act, then you are required to declare only your unspent convictions on the Self Declaration section of the application form.

Having a criminal records will not necessarily bar you from working with us. This will depend upon the nature of the position and the circumstances and background of your offences. Please refer to our policy regarding the Employment of Ex-Offenders for further information.