



Employment Application Guidance Notes

Introduction

Thank you for requesting details about applying for employment with Framework.

Please read these guidance notes carefully before completing your application form.

Check that you have all the information you need before starting. You should have:

1. The job description
2. The person specification
3. The advertisement details
4. Employment application guidance notes

These guidance notes have been provided to assist you in the completion of an employment application form. If there is anything in these guidelines that is not clear or if you would like to make any other comments please contact our HR department in confidence by emailing recruitment@frameworkha.org

If you have any questions whilst completing the application form and would like to speak to someone about these, please contact the HR team during business hours on 0115 841 7711. Alternatively please email your question to recruitment@frameworkha.org

General

- We do not accept CVs – you must complete our application form.
- Please complete the application form in full, also if you do not complete mandatory fields, you will not be allowed to submit your application form
- Submit your application by the closing date/time. Late applications will not be accepted.

What Happens Next

Once we have received your application form we will check that you have any necessary qualifications or skills, such as a driving licence if that is a requirement for the job. We will also ask if you have a valid National Insurance number and if you have permission to work in the United Kingdom – proof of this will be required if you attend an interview.

If we have any questions or queries, we will contact you, by email or telephone, to explore these with you.

Once the closing date/time has expired, your application, along with any others we have received will be considered for short listing.

You will be emailed after shortlisting has been done to confirm if your application has been successful or not.

If you are successfully short listed for interview, we will email you and give you a date and time for an interview. If we intend to carry out any selection tests, we will notify you about these too.

NB: We will communicate by email so please ensure you include a valid e-mail address which you check regularly when completing your application.

The selection panel will decide how best to notify successful applicants. This is usually shortly after the selection interview, when the successful applicant[s] are provisionally offered a position with us, pending the receipt of references and any other checks we need to make.

Completing the Application Form

Personal Details

Please complete this fully - we will use these details to contact you. Please ensure you add more than one method of contact (a telephone number is important for quick contact).

General Information

As a registered housing provider, Framework is governed by Schedule 1 of the Housing Act 1998, which states that anything that may cause a conflict of interest must be declared.

Please tell us if you have any relationship with one of our board members, service users or employees or have worked for Framework before - in either a voluntary or paid capacity.

Education & Training

Give details of your secondary and further education. Please 'Add' each qualification. If the subject you enter has not got a qualification level or grade in the fields quoted, please add to your Supporting Statement.

Please also give details of any other training you have completed or qualifications you have (or are studying for) which are relevant to this post.

Membership: Please give us details of any professional bodies to which you belong that are relevant to this post, e.g.: Chartered Institute of Personnel and Development (CIPD).

Employment History

Please include details of all previous employment, including any voluntary work.

Information should be given in date order starting with the most recent. For your current employment, please include a more detailed reason for leaving within the job details section.

Please account for any gaps in your employment / education history - if you do not do this you may be disqualified from the selection process. Time spent away from education and employment is often viewed positively - for example time spent caring for a dependent person can imply skills that might be relevant to supported housing.

Outside Activities: Framework is committed to ensuring compliance with the Working Time Regulations. As a result of this we need to make sure that your working week does not exceed 48 hours and that you have at least an 11 hour break in every 24 hour period.

If you undertake other work or voluntary activities that you intend to continue if you are successful with this employment application, please give us the details of the time you start and finish, the hours you work in total and the days you work in this activity.

References

References will normally be applied for once a verbal offer has been made. In rare circumstances, we may seek to obtain references at the point when you are shortlisted for interview but this will be made clear in the advert if this is a requirement.

Referees must have direct knowledge of your work and must include your most recent employer. If you do not have a recent employer, references related to unpaid employment - for example voluntary work - may be appropriate.

If you do not provide referee details for your most recent employer, we will contact them in addition to the two referees you have provided.

If you are in or have recently left full-time education, you may give names of lecturers/tutors/head teacher, and the name of any employer you have had during temporary work or work experience.

Character references from relatives or friends are not acceptable.

Please note that you will not be able to start work with us until we have received your references. If we struggle to obtain them, this will delay your starting date of employment with us. It is, therefore, in your best interest to make sure that any referees that you give on your application form are able to respond promptly.

If we are unable to obtain references, this may lead to us withdrawing an offer of employment.

Criminal Convictions

Framework has a duty to ensure that all our service users are protected from abuse. As a result of this, we ask all those in Framework posts involving direct provision or management of services to our vulnerable people to complete an enhanced Disclosure and Barring Service (DBS) application before they begin working with us.

An enhanced DBS check allows us to see all criminal convictions, cautions, reprimands and final warnings that an applicant has ever received. An enhanced disclosure includes details of any convictions that are 'spent' because of their age.

A DBS check will also check to see if someone is restricted or barred from working with vulnerable groups (i.e.: children / young people and/or vulnerable adults).

(A small number of roles require a basic Disclosure Scotland check. This provides information on unspent convictions. If this is required, the advert will clearly say so).

As a result of this, it is very important that you declare to us all criminal convictions you have received. In particular you must make sure that you tell us the details of any convictions that you have received, especially those received in the last two years. Once we receive a copy of your DBS disclosure, we will check that you have declared your convictions. If you have failed to do so, it may result in us withdrawing any offer of employment to you.

Please note that Framework employs a significant number of individuals who have a history of offending. We are committed to upholding the principles of our rehabilitation of offenders policy and are as concerned with your honesty in declaring convictions to us, as we are in the details of your offending history.

All checks are carried out in the strictest confidence and only made in connection with your application for employment and for no other purpose.

There may be instances when your application for employment is rejected because of recent criminal activity that is outside of Framework's tolerance. We will always discuss any concerns with you before any action is taken.

Supporting Statement: Other Information in Support of Your Application

This is the most important section of the form as we use the detail you submit in this section to determine who we will invite for interview. We cannot make assumptions about your abilities - even if you already work for Framework or are otherwise known to us.

You should use this section to describe the specific skills, knowledge and experience you have which are directly relevant to the job description and person specification for the job for which you are applying.

Read both the job description and person specification thoroughly before you complete this section. Use these to demonstrate clearly how your skills, knowledge and experience relate to that required for the job. You must give actual examples to support your answer. Do not just tell us that you have the skills or can do the job - prove it!

Consider experience you have gained outside of work, i.e. through voluntary work, leisure interests or personal experience of homelessness or of service use.

You should ensure that you address all of the points in the person specification marked as being measured at application stage (denoted by an A in the measurement column on the person specification).

Reasons for Applying: The short listing panel are always particularly interested in the reasons for your application - ensure this section is completed; this should be no more than a short paragraph.

Sensitive Information: Recruitment Monitoring

Framework includes the sensitive information data to enable us to measure various details about applicants for employment, whether or not they are successful.

We want to make sure that we offer opportunities to the widest range of individuals possible. To do this, we need to collate information from you and all other applicants.

This information is sometimes quite sensitive, but we give you our assurance that it will be secure and kept absolutely confidential. Data such as your age, sexuality, ethnicity or disability is not available to those making the selection for short listing.

We are particularly interested in monitoring age, sexuality, caring commitments, ethnicity and your beliefs. Please complete all sections of this form – this helps us inform our recruitment practice and strategy.

NB: These are mandatory fields to be completed

Physical or Mental Impairment [Disability]

Under current legislation, many health conditions are considered to mean that the individual has a disability, even though that individual may not consider themselves to be disabled.

Any physical or mental health condition that has a substantial and long term impact on a person's ability to carry out normal day to day activities is considered to be disabled, even when that condition may improve.

Please let us know if you have any kind of physical or mental impairment.

This information will allow us to make any reasonable adjustments for you if you are successfully recruited. Framework is committed to treating disabled people equally and will not reject your application for employment because you have declared a disability to us. We currently employ many individuals with disabilities (e.g. dyslexia, hearing difficulty, visual impairment that cannot be corrected by glasses, chronic and critical illness).

Please send a note with your acceptance email telling us of any specific assistance you will need at an interview.

Medical Details

If your application is successful, Framework will ask you to complete a more detailed health questionnaire so we can explore with you implications in terms of the Working Time Regulations and the management of medical conditions.

Recruitment Source

Please complete where you first saw/heard of this job. This enables us to ensure we use the right advertising media for future vacancies.

Background

Please complete, if yes give details, as this assists our recruitment reporting to the Framework Board.

Feedback

If your application is unsuccessful, we are happy to provide feedback on the reasons why you were not shortlisted or why you were not successful at interview.

If you would like to receive feedback, please contact HR to request this and the team will make arrangements with the chair of the selection panel for this to be provided to you.

Section 11 - Data Protection

The information you provide will be used by Framework for the purpose of human resource administration and recruitment monitoring only.

By submitting your application you are confirming that the information provided in your application is accurate and that any false statement or failure to disclose important information will render you liable to action, which may include dismissal.