

Guidance for the Completion of the IAS Application for Employment Form

Applicants are asked to complete all section of the form; this guidance is to assist you to do that. We ask that for photocopying purposes you complete the form using black ink. C.V's will only be accepted as additional information.

The **Vacancy** (The job title) and **Vacancy Reference Number** can be found on the advert for the post(s) and should be entered into these sections. The **Location(s)** are the area or site that the post will operate from, if applying for more than one post please insert all areas and/or sites.

The **Personal Details** section is self explanatory, please insert your current name and address. We ask you to supply your phone numbers and e-mail address so that if there is a short period of time between application and interview dates we can contact you to give you as much notice as possible. It is not necessary to provide all numbers just those that you would be happy for us to contact you on.

If you are a **foreign national** it is illegal for IAS to offer you employment unless you have the necessary and required documentation. Please answer this question accordingly. If short listed you will be asked to present this documentation at the time of interview.

Do you hold a current driving licence? The reason for this question is that some of the people we support have their own mobility cars that staff occasionally may drive. For some posts it is also useful to be able to drive.

Where did you hear about this post? Answering this question allows us to assess what are the most effective forms of advertising to reach appropriate applicants.

References. Please provide the details of two referees and their contact details. One of the referees must be your current or most recent employer. If you have not worked before please provide the details of someone who would be able to vouch, in some way, for your abilities and suitability for the post your applying for. This person should be as independent as possible and should not be a partner or relative. It is a requirement of employment that satisfactory references are obtained before anyone will be offered a position within IAS. Therefore the quicker we can gain these the quicker an offer can be made.

Employment History. Complete this section by listing the employers that you have worked for in the first column. This should start with your current or most recent employer. The next column should contain your job title and a brief description of the tasks, duties and responsibilities that you have/had within that job. Opposite each job record in the next column your leaving date, at least the month and year, as appropriate. The last column should briefly state your reason for leaving that job.

Training / Development / Education. In this section we ask you to tell us of all certificated education and training that you have gained. This can be awards from secondary school/sixth form college etc, professional qualifications, NVQs, qualifications from recognised awarding bodies i.e. City and Guilds, RSA, RCN, ECDL, Basic Food Hygiene etc. Please also list/explain any additional training that you have undertaken that was not certificated but is work related such as introductory first aid, moving and handling, basic health and safety, person centred training, team building, customer service, etc. Any training that you have participated in that you believe would be relevant and/or have transferable skills useful to the job that you are applying for.

Statement in Support of Application. This section should be used by yourself to explain in detail why you believe that you are the right person for the job that you are applying for. Please read the accompanying Job Description and Person Specification and describe in as much detail as possible how you match and what you bring to each area of the job. Explain why you are applying for this job. What skills, knowledge and experience that you have and how you think that these are relevant to the job. Include voluntary work that you may have done, hobbies that you have a particular interest in and any personal experience that you have that you believe makes you an appropriate candidate for this role. You may not have worked in the social care sector before but think about what you have been doing and consider how those skills, knowledge and experience could be transferable to the post(s) that you are applying for and might benefit the people we support.

“Is there any disability, health problem or other factor which might affect your ability to undertake this post...” IAS is committed to providing employment opportunities to a diverse range of people. Because an individual has a disability, (please see the definition on the application form) it does not mean that they would necessarily not be able to undertake the post if certain adjustments were made. This section therefore is an opportunity to tell us if there is anything that you would like us to be aware of. This information **will not** play any part in the short listing criteria.

Data Protection Act 1998. This section is to inform you under the act what we will do with the information that you are providing IAS with and how it will be stored/destroyed.

Declaration. Please sign this to demonstrate that the information that you have included in the application is true and accurate. Any misinformation could affect your application and/or employment prospects.

Rehabilitation of Offenders Act 1974. Most of the roles within IAS will fall within the exemption under the act. Therefore you are obliged to declare any convictions or pending conviction that you have and provide brief details. As stated earlier IAS is committed to employing a diverse workforce and declared convictions will not necessarily stop you gaining an interview and/or employment within IAS.

GOOD LUCK WITH YOUR APPLICATION