

HOW TO APPLY

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING YOUR APPLICATION FORM. THIS IS IMPORTANT AS IT PROVIDES THE ONLY INFORMATION WE USE TO ASSESS YOUR SUITABILITY FOR THE JOB, AND OUR DECISION WHETHER OR NOT TO PROGRESS YOUR APPLICATION WILL BE BASED ON THIS INFORMATION.

If you have a disability and/or need any assistance completing the form, or any part of the recruitment and selection process, please contact the Human Resources Team on 01752 898182.

PLEASE FILL IN THE APPLICATION FORM FULLY OR YOUR APPLICATION WILL BE REJECTED

EMPLOYMENT HISTORY

- Give details of ALL previous jobs (including holiday, part time etc.)
- Give Start and finish dates and reason for leaving
- Account for any gaps in your employment record

EDUCATION, QUALIFICATIONS AND TRAINING

- Give a FULL history of education commencing from secondary school, including part time and full time
- Give start and finish dates, and grades obtained

REFERENCES

DELAYS IN OBTAINING REFERENCES COULD RESULT IN DELAYS IN YOUR START DATE, OR WITHDRAWAL OF OFFER OF EMPLOYMENT

YOU MUST GIVE:

- your current employer
- your previous employer
- details of a referee from any previous employer where you have worked with vulnerable adults
- correct address, email address and telephone number
- Ensure your referees are expecting our contact and they understand the urgency
- If you are unemployed, include your last employer. If you have worked in a voluntary or unpaid capacity e.g. a parent teacher association, you could include the chair of the committee. If you are a student, give the name of your head teacher, tutor or professor as appropriate
- Relatives and friends are not appropriate referees

If you are unsure about references, please contact the Human Resources Team

www.discoverhannahs.org

01752 892461 | enquiries@discoverhannahs.org | Facebook: /discoverhannahs | Twitter: @discoverhannahs

Dame Hannahs, Woodland Road, Ivybridge, PL21 9HQ



SUPPORTING STATEMENT

- Ensure you include evidence that you demonstrate your suitability for the position, and how you meet the contents of the person specification

SAFEGUARDING

We are committed to safeguarding and promoting the welfare of vulnerable young adults.

You will be asked if you have ever been the subject of a vulnerable adult protection concern, allegation or investigation, even if no further action was taken. All information disclosed will be kept confidential and will only be seen by those who need to see it as part of the recruitment process.

If you are disqualified from working with vulnerable adults, we are unable to consider you for jobs that involve working with these groups. You must also notify us if you live in the same household as someone who is on the barred list and/or disqualified from working with vulnerable adults.

Your post may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, and therefore applicants who are offered employment will be subject to an Enhanced check from the Disclosure & Barring Service before appointment is confirmed. See the attached Policy on Employing People with Criminal Records.

RIGHT TO WORK IN THE UK

- We will check the eligibility to work in the UK of those who it may be considering employing.
- Original documents from an approved list will be required.

DISABLED APPLICANTS

We are committed to employing disabled people and will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities
- Make reasonable adjustments throughout recruitment, selection and employment as appropriate

DATA PROTECTION

The information you provide in your application will be used to consider your suitability for the post for which you have applied. If your application is not successful, the information will be disposed of confidentially after 12 months. If your application is successful and you are appointed, your information and future data will be processed in accordance with the Trust's GDPR policy.

EQUALITY AND DIVERSITY

We are an Equal Opportunities employer and encourage diversity within the Trust.

Equal opportunities will be afforded to all job applicants in all stages of the recruitment process. Appointment will be based solely on merit and without regard to issues of race, colour, ethnic or national origin, gender, age, marital status, sexual orientation, disability, religion or belief. We therefore welcome applications from all sections of the community.

THANK YOU FOR CONSIDERING DAME HANNAH'S AS AN EMPLOYER AND GOOD LUCK WITH YOUR APPLICATION!!
IF YOU NEED ANY FURTHER SUPPORT OR ADVICE PLEASE RING HUMAN RESOURCES ON 01752 898182.