



## **Application Form Guidance Notes**

Please read these notes carefully before completing your application form. This is important as your application form provides the only information we use to assess your suitability for the post and decide whether or not to progress your application to the next stage.

### **General**

Be sure to fill in the post title to ensure you are considered for the right post.

Please complete all sections of the application form, we will be unable to consider incomplete applications.

CV's will not be accepted.

You will receive an automated email confirming receipt of your application

If you have not heard from us within three weeks of the closing date, unfortunately your application has not been progressed on this occasion.

Please return your completed application form by email to [info@activecommunities.co.uk](mailto:info@activecommunities.co.uk) in Word format

### **Qualifications and Training**

Please only tell us about any qualification or training which are relevant to the post you are applying for.

If you are successful in your application, you will need to provide us with original documentation to support any qualifications or training you have disclosed. If original documents are not available you will be required to provide written confirmation from the awarding body.

### **Employment History**

Please provide details of any previous employment and voluntary work including dates

Please account for any gaps in your education and employment history

### **References**

Satisfactory written references must be obtained prior to employment being confirmed.

Please provide the names, email address and full postal address of two referees. These should be from your last two employers. If you are unable to provide a contact name, please provide details of the organisations HR department.

If we are unable to obtain a reference from a previous employer, then one reference should be provided by an education or professional person to whom you are known.

### **Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working with Active Communities, this will depend on the nature of the position together with the circumstances and background of any particular offences.

Any information declared will be kept confidential and processed in accordance with Data Protection legislation

### **Protection of Vulnerable Groups**

If you are successful through the interview process and the post requires you to undertake a PVG check we will request you to complete a Criminal Conviction self-declaration form. The declaration form requires you to disclose any previous spent or unspent. If you don't reveal information that is directly relevant to the position we may withdraw an offer of employment.

If you declare convictions, which we believe are relevant to the post you have applied for, we will discuss this with you before deciding if we will withdraw a conditional offer of employment. If you are barred from working with children or vulnerable adults we are unable to consider you for jobs which involve working with groups.

### **Data Protection**

Active Communities will process information (personal data and sensitive personal data) in line with current data protection legislation.

Information you provide to us will be securely stored in both physical and electronic formats and information is not stored outside the EU. Your information will not be shared with third parties for marketing purposes.

Active Communities is required by law to verify the identity of staff and to check their right to work in the United Kingdom.

If your application is unsuccessful your application form will be held for a period of 6 months following the date of receipt

Thereafter it will be confidentially destroyed. If your application is successful your data record will be retained for a period of 6 years after the end of your employment, at which time it will be confidentially destroyed.

Feel free to request a copy of our privacy notice at [info@activecommunities.co.uk](mailto:info@activecommunities.co.uk).