

FINN'S PLACE

APPLICATION GUIDANCE NOTES AND EQUAL OPPORTUNITIES POLICY STATEMENT

EQUAL OPPORTUNITIES POLICY STATEMENT

Finn's Place is an equal opportunities employer and is committed to achieving and promoting equal treatment for all, irrespective of gender (including gender reassignment), age, marital status, disability, racial grounds (race, colour, nationality – including citizenship - ethnic or national origin), sexual orientation, religious belief, responsibility for dependants or employment status.

Finn's Place is committed to achieving equality of opportunity in all employment practices and in all provision of service. Therefore, this policy applies to all present and prospective employees of Finn's Place, regardless of their employment status.

Finn's Place is opposed to all forms of discrimination and will comply fully with the provisions of the key Equal Opportunities legislation and the recommendations of Associated Codes of Practice. Finn's Place also seeks to reflect good practice guidelines in all areas of discrimination.

Finn's Place recognises that promoting equal opportunities is an ongoing commitment and therefore this policy and all systems and procedures associated with this policy will be subject to monitoring and review.

Finn's Place is committed to developing a programme of action to promote diversity and equality and will seek to monitor and review achievements in this area and to make this information freely available.

It is recognised that responsibility for ensuring the full implementation and monitoring of the equal opportunities policy and procedure lies with Finn's Place as an employer. It is the responsibility of all employees and members of the Board to contribute to the continuing success of this policy by ensuring that discrimination does not occur and that equal opportunities are actively promoted.

These equal opportunities policy is supported by a set of equal opportunities practices and procedures.

GUIDANCE NOTES FOR CANDIDATES

Thank you for your interest in the Finn's Place. These notes are to help you to make the most of your application. Please read these notes in conjunction with the other information that you will find in your application pack.

If you need any more space for any part of the application form, please continue on a separate piece of A4 paper. Please clearly mark any additional sheets with your initials and the title of the post for which you are applying.

Please do not attach a CV. If attached, CVs will not be used for shortlisting.

The application pack is in 3 separate parts.

- **Part A** is the Equal Opportunities Monitoring Form.
- **Part B** is the Application form for Employment (this is the only information that will be used to decide whether or not to shortlist you for interview).
- **Part C** asks for your personal contact details.

Please complete the form in black ink or type so that it can be easily photocopied. Please check through your application form to ensure that all sections are completed and return the form either by email or by post to the address shown on the covering letter by the closing date indicated. Please mark the envelope 'confidential'.

PART A – EQUAL OPPORTUNITIES MONITORING FORM:

The information provided in this section will be used as a monitoring tool to provide a statistical profile of the applicants for each post. We can assure you that this information will not be seen by the selection panel and will remain strictly confidential. Please also ensure that you return your completed Equal Opportunities Monitoring Form in a separate envelope along with the rest of your application (i.e., parts B and C)

PART B – APPLICATION FORM FOR EMPLOYMENT:

For administrative purposes only, please ensure that you place your initials in the box on page 1 of Part B.

1. POST DETAILS:

This has been pre-filled for the relevant post.

2. RELEVANT EDUCATIONAL, PROFESSIONAL OR TRAINING QUALIFICATIONS:

Please provide details of your educational, professional or training qualifications that you feel are relevant to this post. If selected for interview, and we need to see certificates or qualifications that you hold, you will be asked to bring the originals with you or give your consent to allow Finn's Place to obtain these documents.

3. FINN'S PLACE STAFF/MANAGEMENT GROUP

Please state if you are related to any member of Finn's Place's Staff or the Finn's Place Management Group. A relationship will not prevent Finn's Place from considering you for employment, but you must declare it.

4. CURRENT OR MOST RECENT EMPLOYMENT:

This section will give us information about work responsibilities that you currently hold or have most recently held.

5. PREVIOUS EMPLOYMENT:

Please list your employment history starting with your current or most recent post. Remember to include periods of vocational or voluntary work, especially if you feel that this information is particularly relevant to your application for this post. In order to provide a continuous employment history, please also include any period of unemployment, study or travel, etc.

6. ADDITIONAL INFORMATION:

Use this section to explain why you are applying for the post and to tell us about the qualities, skills, experience and achievements that you believe make you the right person for this post. Please make particular reference to the person specification and job description provided and continue on a separate sheet if necessary. Attached CVs will not be considered.

7. RIGHT TO WORK IN THE UK:

It is a requirement for Finn's Place to ensure that all Finn's Place employees are permitted to work in the UK. Therefore, if you are selected for appointment, you will be asked to provide relevant documentation confirming your right to work in the UK.

8. REFERENCES:

It is Finn's Place policy to contact referees prior to interview. However, if you do not want Finn's Place to contact one or more of your referees, please indicate this clearly on the form by ticking the box under the referee details.

We ask for two referees:

Referee 1 - your current or most recent employer

Referee 2 - your previous employer or another person who knows you in a professional capacity (but not a colleague or member of your staff)

Employment referees should be an individual who has current line management responsibility for you, or had line management responsibility for you in a previous post. Please ensure you provide full contact details for each referee.

9. ADVERTISING:

Please state where you found out about the vacancy.

10: INTERESTS/HOBBIES:

Tell us something about yourself.

PART C: CONTACT DETAILS AND DATA PROTECTION DECLARATION

DATA PROTECTION:

You must sign and date this on page 1. This confirms that you are happy with Finn's Place holding personal data in relation to the recruitment process.

POST DETAILS:

Please indicate the name of the post(s) for which you are applying – this will be clearly stated in the advert.

PERSONAL INFORMATION:

Please ensure that you provide your full address and contact numbers to ensure that we can contact you quickly if necessary. Please indicate whether we may contact you at work (with discretion)

DECLARATION:

You must sign and date the declaration on page 2. This confirms that all the information given in Part A, B and C is, to the best of your knowledge, correct and accurate.

Thank you for taking the time to read this information sheet and for your interest in Finn's Place.