**EXPRESS GROUP FIFE** 

**NOTES TO HELP YOU TO COMPLETE YOUR APPLICATION FORM**

**INTRODUCTION**

Thank you for applying for a position within Express Group Fife. The enclosed application form has been designed to help candidates provide all the information needed by the Organisation, and to put all candidates on an equal footing. Please do not submit curriculum vitae as a substitute as this will not be considered.

In order to be fair to all candidates, we stick rigidly to closing dates. Make sure you send off your form in good time.

It is important that the information you provide is correct. Make sure that you check the dates and details of qualifications and previous employment. If you provide false information or deliberately omit any relevant facts, it will result in either disqualification from the selection process, or where the discovery is made after the appointment, render you liable to be dismissed.

We welcome applications from people with disabilities; all candidates will be treated fairly and on the basis of merit. If you are selected to attend for interview you will be invited to indicate any special facilities or arrangements that you may require to assist you during the selection process.

Express Group Fife wishes to be recognised by the community as an organisation that provides good employment opportunities for people from ethnic minorities and we want individuals who apply to us as an employee, to know that they will receive fair treatment and be considered solely on their ability.

Apart from Application Form there is also Equal Opportunities Monitoring Form. The information you provide is necessary to enable us to meet the legal requirement to monitor all processes throughout the whole employment relationship. The information you give us will only be used for statistical purposes and will not be made to available to anyone else. The date of birth field has been moved to the Equal Opportunities Monitoring Form to ensure that this is not made known to the short listing and interview panel, this is however a required field to ensure correct identification of candidates and an offer of employment can not be made without it.

All appointments to Express Group Fife are subject to Disclosure Scotland checks (PVG) and the presentation of appropriate documentation confirming your right to reside in the UK and to undertake the type of work for which you may be employed.

**SECTIONS OF THE APPLICATION FORM**

 **Job Title/Closing Date**

Please enter the title of the job for which you are applying and the closing date for applications.

1. **Personal Details**

Please complete all parts of this section.

**2. Other Information**

Please complete all parts of this section.

**3. Current or Most Recent Employment**

Provide the information requested relating to your present employment including a brief outline of the duties you undertake. If you are unemployed, leave this section blank.

**4. Previous Employment**

Details of your previous employment should be provided in date order commencing with your most recent employer. You must include a full history within the last ten years in chronological order, including part-time and voluntary work as well as full time employment with start and end dates, explanations of periods not in employment, education and training, and reasons for leaving employment.

**5. Education and Professional Training**

Please list your education and professional training commencing with the secondary school that you attended. Please also list details of any training courses you have attended.

**6. Membership of Professional Institutions**

Where relevant, please detail any additional qualifications or membership of professional bodies.

**7. Supporting Statement/ Relevant Experience**

It is important that you explain how your skills, abilities, experience and qualifications make you suited to the job for which you are applying. Read very carefully the job description and person specification attached to the post, and provide information to fit the criteria listed. Ensure that you write something about each of the points. Do not underestimate previous experience, whether it is paid, unpaid or voluntary work.

Provide details of what you have done and how you did it; and remember that even though your skills and experience may not match directly, they may be transferable to the duties of the job. For instance, if you are currently unemployed, or in an occupation that does not require the skills that we are asking for, you can demonstrate that you have transferable skills by thinking about what you do outside work, e.g. member of a sports team/local organisation, being a parent, running a home. It is important to provide examples that demonstrate you have the skills. So, if a job needs organisational skills, explain where you have had to use them to carry out a task. Another specification could be teamwork. Many of us work in teams but we are interested in your personal responsibilities and achievement. Tell us what you did, not what the team did.

Do not make assumptions or take things for granted. Equal Opportunities and Recruitment Policies mean that selection panels look only at the evidence before them, relate the evidence to the criteria and do not rely on any other knowledge gained from personal contact or elsewhere.

**8. Guaranteed Job Interview Scheme for People with Disabilities**

You are asked to state whether you are disabled so that we can comply with the requirements of the Equality Act 2010 that require an employer to make reasonable adjustments. If you indicate on your application form that you consider yourself to have a disability, it provides the opportunity to discuss any adjustments that may be required to enable you to carry out the job, should you be successful.

Please provide relevant as required to enable us to consider what reasonable adjustments may be required to assist you in attending interview and if successful employment.

**9. References**

Provide names and contact details of two referees, one of must be your current or most recent employer. If you are not currently working with vulnerable adults but have done so in the past a reference must also be obtained from the most recent employer by whom you were employed to work with vulnerable adults.

Please answer Yes or No where asked about contacting someone prior to interview.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

Please note that an offer of employment cannot be confirmed until the receipt of satisfactory references.

**10. Criminal Convictions**

Applicants should note that all posts within Express Group Ffie are exempt from the provisions of the Rehabilitation of Offenders Act, 1974. Applicants who are called for interview will be required to give details of cautions and convictions, if any, for criminal offences. The successful candidate will be asked to apply for disclosure that will provide details of all previous convictions and cautions. Past convictions will not necessarily be a bar to obtaining a position.

Information about the Disclosure scheme can be found at <https://www.disclosurescotland.co.uk/disclosureinformation/pvgscheme.htm>

**11. Consent to Process/Declaration**

Please sign and date the declaration.

Express Group Fife will use your application form during the recruitment process and in the event that you are offered a position. The application form will be kept together with your terms and conditions of employment and be used to process such information as may be necessary for the proper administration of the employment relationship, both during and after employment, provided that proper regard is had to such data protection principles that may be in force.

In the event that you are unsuccessful, this form will be retained for six months and subsequently disposed of confidentially. By signing the Declaration we consider that you are giving your consent to process the information on the application form.

**GENERAL POINTS**

Check the closing date and allow time for your application to reach us. We suggest that you keep a copy of your completed application together with the job description and person specification.

Your application form should be well organised and concise.

You may find it helpful to do a rough draft first, as this helps to avoid mistakes and allows you to organise your application properly.

Do not send the same application for all jobs – pay attention to the requirements listed in the person specification.

We decide whom to interview from the information you give in your application.

**INTERVIEW**

The questions you will be asked at the interview will be based on the criteria listed in the person specification. Think carefully about those criteria and consider what questions might be asked.

Try to arrange a practice interview with a friend or work colleague.

Interview panels want to hear what you have done in the past, and how you would apply that to your new post. Candidates often make the mistake of telling a panel what they have done but not what they have learnt and how they would apply this in the future.

For some posts, a short practical exercise or presentation is required. Full details will be given in the correspondence inviting you for interview.

Please note: if you are offered employment with the Organisation, the offer is subject to verification of all qualifications, PVG and the receipt of satisfactory references. Right to Work check will be undertaken.

Express Group Fife does not tolerate any prejudicial behaviour by any member of the Organisation. The Organisation is committed to ensuring that it does not discriminate either directly or indirectly against individuals on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, **or** are placed at a disadvantage by imposed conditions or requirements which cannot be shown to be justified.

**Please note the Organisation operates a No Smoking Policy throughout all its sites.**

Finally, thank you for applying. We look forward to receiving your application.