

## **Families First (FF) Recruitment Pack – Application Form Guidance Notes**

Please read these notes carefully and use them to assist you in completing your application form. Families First use the details on your completed application form as part of our assessment process in short listing candidates for interview.

**We do not accept a Curriculum Vitae (CV)** in place of the application form, and it will not be used in the assessment process.

### **1. Personal Information**

These pages (questions 1-5) contain personal information about you and will be removed prior to short listing. Removing your personal details ensures that an assessment is made regarding your suitability for the post, based solely on the information you give us. Please provide us with as much information as possible in this section.

### **2. Right to Work in the UK**

Families First are obliged to check that all new employees have the right to work in the UK. We will follow the guidance, questionnaire, and advice on the following website <https://www.gov.uk/legal-right-work-uk> before making a final decision on whether to appoint an applicant.

### **3. References**

As an organisation that works with vulnerable adults, children and young people we are required to take up references. At least one reference **must** be from your **present or most recent employer**. If this is your first job since leaving full time education, your head-teacher or further education tutor should be given as a referee. You may also give details of a personal referee. Where relevant, referees will be asked on their knowledge of your work, and your suitability to the post. Please check with your referee that they are happy to be nominated on your form.

Please let us know if we can contact your current employer for a reference prior to the offer of a post.

### **4. Links to Families First**

Please give details of any relationship or acquaintance you have with a current employee, volunteer, trustee, member or service user. If you fail to disclose such information this may disqualify you, if appointed, liable to dismissal. Seeking the support or canvassing any associate of Families First will disqualify a candidate from the process or appointment.

### **5. Declarations**

If you are selected for interview, you will be asked to sign and date your application form when you come in.

### **6. Education, Qualifications, Training and Memberships**

This page tells us about the qualifications, training and memberships you have. As some of our jobs may not require qualifications, please do not be put off by any blank spaces on your

application form. Please complete the qualifications log as accurately as possible, starting with your most recent qualification first. The information you give us is essential to our assessment process. As well as qualifications, please let us know of any relevant training courses you may have attended e.g. first aid, and any memberships you may have.

## **7. Work History**

Please complete this as accurately as possible. We will ask you, at interview about any gaps in your employment history or any absences you may have incurred. Please include any relevant volunteering you may have done as that can help demonstrate your experience, skills and expertise.

Starting with your most recent employer, please give details of your present and previous work experience.

## **8. Personal Statement**

This is your opportunity to tell us about the relevant skills you have for the post. When completing this section, on no more than two sides of A4, please refer to the job description and person specification (please note that the text box will move as you type). The job description outlines the main duties of the post, whilst the person specification looks at the skills we require the applicant to demonstrate. It is essential that you use examples such as telling us what you did at a specific time and what skills you used whilst carrying out this task. You can draw on experiences from paid and voluntary work, or from social or community activities. Some people find it useful to list the skills required from the person specification and provide examples under these headings, for example, working in a team, or working with vulnerable groups.

## **9. Equal Opportunities form**

This is optional.

If you are selected for interview you will be asked to complete an equal opportunities monitoring form to bring with you in a sealed envelope marked with your name, private and confidential and equal opportunities form. The information provided on this form is to ensure that no one experiences unfair discrimination within our recruitment and selection process.

**RETURNING COMPLETED APPLICATION FORM**

Please email your application form to us by midnight on the closing date to [officemanager@familiesfirststandrews.org.uk](mailto:officemanager@familiesfirststandrews.org.uk) Please remember to keep a copy of your application form as you may need to refer to it during your interview.

**Should you require any further information or clarification please contact us using the details below:**

Telephone: 01334 208086

[officemanager@familiesfirststandrews.org.uk](mailto:officemanager@familiesfirststandrews.org.uk)

**Protection of Vulnerable Groups check (PVG)**

As an organisation that works with vulnerable adults, children and young people we are required to carry out criminal record checks on all those who work with Families First. This is known as a Protection of Vulnerable Groups check (PVG). You can find out more information here [Protecting Vulnerable Groups \(PVG\) scheme - mygov.scot](https://www.gov.uk/guidance/protecting-vulnerable-groups-scheme)

**Privacy Statement and GDPR**

Please note that the information you provide on your application form will be used solely for the purpose of the recruitment process and will be kept in a secure file on our computer system, and in a locked filing cabinet, at our Families First office in St Andrews. Access to your information is restricted to the Families First recruitment panel and thereafter, if successful, your staff file. If unsuccessful, your information will be destroyed by shredding after three months. It will only be shared with a third party if we have any concerns regarding your wellbeing or anybody associated with you; in compliance with our confidentiality, GDPR, recruitment and safeguarding policies.