



Candidate Job Application Guidance

Thank you for your interest in working at Linkage Community Trust. We want you to have the best possible chance of finding the right job within the organisation. These guidance notes have been designed to help you create a good application so please take time to read them fully before completing your application form.

Please do not send in a CV instead of your application. The application form is designed so that information provided by all applicants can be compared on a like for like basis. Therefore do not assume that by sending in a CV you do not need to demonstrate in your application form that you meet the criteria to carry out the job as CVs will not be sent to shortlisting panels.

Before you Start

The information you provide on your application form is the only information that will be used in the shortlisting process.

In order to complete the application form correctly, it is vital that you read in full the job description and person specification provided with the advert for the post for which you are interested in applying.

The Job Description gives an outline of the main duties which are currently undertaken.

The Person Specification details the skills, qualifications and experience necessary for the job either as “essential” or “desirable”.

Shortlisting will involve assessment of the details you provide on your application form against the criteria outlined in the Person Specification provided.

Please do not submit an application if you do not meet the essential criteria on the person specification. Candidates will only be invited to interview if they meet the essential criteria for the post.

Understanding the Person Specification

The person specification is split into four sections:

1. **Education and Training**
2. **Work Experience**
3. **Skills and Knowledge**
4. **Personal Qualities**

You will be required to demonstrate that you meet **all** of the criteria listed as essential of the person specification in order to be shortlistable for the post.

A shortlistable candidate clearly defines on their application form that they can demonstrate all of the skills, qualifications and experience listed in the person specification. Shortlisting panels will make no assumptions when reading application forms. So for example, if the person specification asks for



experience of using Microsoft Office packages, stating only 'I can use a computer' will mean that you are not deemed shortlistable for the post.

Desirable criteria are advantageous for the post but not necessarily crucial. Please be aware that if a very high number of applications are received for a post, once the shortlisting panel have agreed all of the candidates that meet the essential criteria they may then reduce the number of candidates to invite to interview based on those who also meet the desirable criteria.

Meeting the Person Specification

On the person specification there will be a column next to the criteria which indicate how you will be assessed for criteria specified. It could state any of the following:

Application form

This means that you must clearly demonstrate in your written application form that you meet this criteria.

Interview

You be asked relevant questions to determine whether you have this skills, knowledge, experience or personal attribute.

Test/Presentation/Micro Teach

Some areas of the person specification will be difficult to ask questions about and it may be more appropriate to set a short test or ask you to perform a presentation (or micro-teach for teaching posts).

If you are shortlisted, you will be informed in your interview invite the full details of any task which you will be expected to undertake.

How can I make sure that I fill my application form in correctly?

Personal Details

This is the information that we will need in order to contact you. We also ask you to tell us if you are related to any employees of the organisation. This means parent, godparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, cousin, nephew or niece.

Post details

Please complete in full using the information provided for you in the advert for the vacancy you are applying for.

We are also interested in finding out where you have seen the vacancy advertised, for monitoring purposes.



Education Details

Provide us with details of all education and qualifications undertaken from secondary school onwards.

Formal Training Undertaken

Provide details of any formal training you have undertaken which could be beneficial to the job you are applying for.

Professional Bodies

If you are registered with any professional bodies please provide full information here. Examples of professional bodies are the Institute for Learning, The Institute of Chartered Accountants in England & Wales, The Chartered Institute for Personnel Development. If you are required to hold membership with a professional body for the role for which you are applying then this will be clearly stated in the person specification.

Employment History

Current Employment - Give details about your present or most recent employment. Please briefly give details of any duties and responsibilities which you undertake in your current role which would be related to the criteria specified in the person specification for the role you are applying for.

All Previous Employment - Give details of your other jobs in date order from the most recent and listing all work since leaving school/college.

You should explain any gaps in your employment history and continue on a separate sheet if necessary. If you have undertaken any work experience or volunteer work please tell us about it in this section.

Supporting Information

Please detail any further information in support of your application for the post. Use this section to ensure that you have covered all aspects detailed in the person specification, if you wish to continue on a separate page please do so and attach to your application.

Referee Details

Your first referee should be your present employer, or if you are not employed at present, your last employer. If you are in, or have just completed full time education, your first referee must be from your school / college.

Please note that you must specify employment referees to cover your last 5 years of employment, so your second referee may be a previous employer or if you have worked for your current/last employer for over 5 years then you can give details of someone who has knowledge of your skills and can comment on your ability to do the job for which you are applying.

Remember to complete the section which indicates whether or not we can take up references before interview. If you do not fill this in, we will assume that we can approach your referees at this stage.



Declaration

Please read the declaration carefully before signing, by signing this you are agreeing to the statements in the paragraphs.

Additional Information

Transport for work - some vacancies may require you to hold a driving license to undertake the role, others may require you to be able to be able to travel between sites. Please provide details of your ability to travel here.

Disability/Health Conditions

This section gives you the opportunity to tell us about any disability or health conditions which you may wish to make us aware of as part of the recruitment process.

Rehabilitation of Offenders Act 1974

Due to the nature of the work undertaken at Linkage, all posts within the Trust are exempt from the provisions of Section 4 (2) of the above act. This means that applicants are not entitled to withhold information about any convictions which for other purposes are "spent" under the provisions of the Act. You must therefore disclose any convictions or pending criminal proceedings that you may have, however all information will be treated in the strictest confidence.

Equal Opportunities Monitoring

Linkage is committed to working towards equal opportunities for all and has employment policies in support of this. In order to make sure that these policies are effective and discrimination does not occur, we need to collect the information asked for on the Diversity Form. This information will be separated from your application form and not passed to the selection panel.

What happens next?

Your completed application form will be used to decide if you should be selected for interview.

Unfortunately due to the high number of applications we receive, we are unable to respond personally to all unsuccessful candidates. If you have not been contacted within 4 weeks of the closing date of the vacancy, then please presume that you have not been shortlisted.