

## APPLICATION FORM GUIDANCE NOTES

Thank you for your interest in working for St Christopher's. These notes have been written to provide you with some guidance on completing the application form.

### General Points

- Please complete the whole form, with as much detail as possible to enable short listing. Incomplete forms are unlikely to result in being shortlisted for interview
- Please do not submit a CV
- Please refer to the job description when completing your application form.
- The person specification at the back of the job description lists the criteria against which the each candidate for the post will be assessed. The person appointed will be the one who most closely meets the criteria and who is able to demonstrate this through formal assessment.
- If you do not have enough space on the form at any point you may continue on a separate sheet of paper.
- The first 3 pages of the form, (which contains your personal details) will be removed by Human Resources prior to being sent to the shortlisting panel.
- All personal data will be treated confidentially and only those specifically authorised, will have access to it.

*These guidance notes are split into the sections on the Application Form*

### Personal Details (page 1)

Please complete each section

### Data Protection statement, Rehabilitation of Offenders and Self declaration (page 2)

St Christopher's is expected to fully comply with our statutory obligations as a registered body with the Disclosure and Barring Service (DBS) including the requirement for staff to undergo either a standard or enhanced DBS check. Accordingly, St Christopher's is entitled to ask exempted questions of staff and volunteers including prospective staff and volunteers, by virtue of the Exemption Order of the Rehabilitation of Offenders Act 1974.

- Please complete each section
- Please ensure that you indicate whether you have ever been convicted of any criminal offence (including cautions, reprimands or warnings)

### Equal Opportunities (page 3)

There is no obligation to provide this additional information; the purpose of collecting this data will enable us to better support staff in a range of different ways.

### Education, Qualifications and Training (page 5)

- Please give as many details as you can about your education and training including any formal or work based qualifications or training
- Please provide any details of professional memberships (i.e.) Nursing and Midwifery Council, CIPD (where applicable)

**Employment History (page 5 & 6)**

Please include a brief summary of your main duties and responsibilities, starting with the most recent post.

**Gaps in employment (page 6)**

If you have had a break in your employment history, please give details about the dates and what you were doing at this time e.g. travelling, bringing up a family, studying or unemployed.

**Supporting Statement (page 6 & 7)**

- This is your opportunity to give information about your abilities, experience, skills knowledge and achievements from all areas of your life (e.g. home, work, leisure interests) which you believe will demonstrate how you meet the criteria contained in the person specification.
- It will help if you read the person specification carefully and make notes against each of the criteria about the things you have done or achieved that show that you can meet the criteria and then use these notes to help you complete this part of the form.
- Please remember that the short listing panel can only use the information you provide on your application and will not make assumptions or deductions. You need to provide evidence by describing or explaining the things you have done or achieved that demonstrate you can meet the criteria

**Additional Personal details (page 8)**

- Please complete this section fully
- We will ask to see documents that can evidence your eligibility to work and driving license if applicable to the role you are applying for

**References (page 8)**

- Please provide us with two most recent employers who will be able to provide sufficient information that will assist with confirming your suitability for the job.
- If this is not possible please provide details of a person who will be able to comment on your work performance and integrity such as school/college/university/voluntary or community r referee if more appropriate to your circumstances.
- Please note that referees should not be a family member or friend
- We will not normally seek references before interview unless we have your permission.

**Declaration (page 8)**

Please ensure you sign and date your application.

**Sending us your application form**

Please return your completed application form before the closing date shown on the job advert.

You may send it via email to [recruitment@stchristophers.org.uk](mailto:recruitment@stchristophers.org.uk)

Or hard copy to **The HR Department, St Christopher's Hospice, 51-59 Lawrie Park Road, Sydenham, SE26 6DZ**