

Job Application guidance notes

The following notes will assist you in completing the application form.

Eden Rivers Trust select all candidates for interview based on their skills, qualifications and experience and welcomes applications from all sections of the community.

Section 1: Applicant's details

Driving licence

Due to nature and location of much of our work and limited public transport links a driving licence would be advantageous. For many of our jobs it is an essential requirement.

Right to work in the UK

The Asylum and Immigration Act 1996 makes it a criminal offence for Eden Rivers Trust to employ any persons who do not have the right to live and work in the United Kingdom. All British citizens must complete their national insurance details. If successful in your application, you will be required to provide documentary evidence of your right to live and work in the United Kingdom prior to commencing employment with Eden Rivers Trust.

Rehabilitation of Offenders Act 1974: Under the Rehabilitation of Offenders Act 1974 applicants who have a criminal conviction which is "spent" may answer "no" to this question. However, protection under the Rehabilitation of Offenders Act 1974 does not extend to those posts that require a Criminal Records Check (through DBS, formerly CRB). For example, a Criminal Records Check would be required for those posts who are required to work with children and/or vulnerable adults e.g. Social worker, home carer, teacher.

For more information on ROA please refer to NACRO guidance:

<https://www.nacro.org.uk/criminal-record-support-service/support-for-individuals/disclosing-criminal-records/disclosing-criminal-records-employers/>

If you are selected for interview, you will be required to complete a Criminal Record Declaration prior to interview.

The successful applicant will be required to complete a basic DBS check prior to appointment and an enhanced check for certain positions.

We comply fully with the DBS code of practice and undertake to treat all applicants for positions fairly. We will not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

We can only ask an individual to provide details of convictions and cautions that Eden Rivers Trust are legally entitled to know about. An enhanced DBS certificate can legally be requested where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended and, where appropriate, Police Act Regulations as amended.

We can only ask an individual about convictions and cautions that are not protected.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Applicants with disabilities: Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities. Please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process.

Section 2: Your employment record

All applicants must complete this section, giving details of their employment history for the past 10 years (if applicable) leaving no periods of time unaccounted for. In addition, applicants may provide details where experience gained more than 10 years ago is relevant to the post being applied for.

Indication of time off for a career break, for caring responsibilities, for study, travel or absences from work owing to a disability will not prejudice your application.

Please attach additional A4 sheets if necessary, ensuring they are signed and dated.

Section 3: Education & Qualifications

Please provide details of your education and any qualifications you gained which are relevant to the advertised post. If successful in your application, you will be required to provide original documentation of your qualifications. Photocopies are not acceptable.

Section 4: Training

Please provide details of any training you have received or courses you have attended which are relevant to the advertised post but may not have led to a recognised qualification.

Section 5: Experience/skills

The information you provide in this section will be used when shortlisting applications for interview, so it is very important that you provide as much information as possible to clearly show how you meet the essential and desirable requirements detailed in the job description/person specification. If you run out of space, you can attach additional A4 sheets to your application. Please ensure these are signed and dated.

Section 6: Interests/Hobbies

Please provide details of any other interests or hobbies you may have to reveal a little more about your personality.

Section 7: References

External applicants must provide details of two referees. One must be your current or most recent employer and the other may be a previous employer or a character reference. The two referees should be from separate sources and not the same organisation or employer. In the case of school leavers, a reference should be from your Head Teacher.

All referees should have known you for at least one year and cannot be from a spouse, partner, friend or relative. References will only be requested if you are offered the role, please ensure you have the referee's permission to provide their details on your application form.

Internal applicants who have more than a years' service with Eden Rivers Trust need only provide one referee whom they have known for a year or more. This cannot be your line manager where they are part of the interview panel for the post for which you are applying.

Relationship to staff or trustees: Canvassing directly or indirectly will automatically disqualify you from the recruitment process.

Section 8: Declaration

All applicants must ensure they sign the declaration to certify that the information provided on the application is correct and that they have read and understood the conditions of their application.

Diversity Monitoring

Eden Rivers Trust actively welcomes job applications from all sections of the community. No job applicant will be treated less favourably because of their gender, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation or by any other condition or requirement that cannot be shown to be justified.

The information you disclose on this part of your application form will be used for monitoring purposes only. This section of the form will be separated from the job application form on receipt. The information disclosed in this section will not form part of the recruitment or selection process and the interview panel will not see this part of your form.

Got a question?

If you have any questions about completing the application form, please contact us on **01768 866788** or email **office@edenrt.org**.