**Brief Guidance Notes for Job Applicants**

Please complete the different sections of the application form to the best of your ability.

# Equality of Opportunity

The use of our own Application Form rather than individual CVs helps to ensure equality of opportunity during the selection process. For this reason, we won’t accept CVs.

# Information in Support of your Application

This is the **most important** part of your application. It is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.

When posts require regular travel throughout Buckinghamshire and Milton Keynes, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria.

# References

A minimum of two references is required and we would prefer them to be your two most recent employers, including your current employer, if you are in employment. If you have only just finished your education and have little or no work experience, please provide a referee from your school, college or university as well as a personal referee. If the position is subject to a successful Enhanced DBS disclosure, at least one referee must be someone who has directly supervised you in a similar role. References will not be taken up without your prior agreement.

# Working Time Regulations 1998

The Working Time Regulations were introduced in 1998 as a health and safety measure. Average weekly working hours are limited to 48 hours (normally calculated over a 17 week period).

Employers are required to take all reasonable steps to ensure that the limits to working times are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

Please note that if you do have other jobs, your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored. If you are selected for interview, the implications will be carefully discussed with you. Community Impact Bucks may consider it necessary to discuss the situation with your other employer (s) but only with your permission.

Depending on the overall situation and the outcome of discussions with you, Community Impact Bucks will have the following options:

* Not to offer you the appointment.
* Offer the appointment on reduced hours.
* Offer the appointment providing the other work is relinquished (or the hours reduced).
* Offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

# Please Note That CVs Will Not Be Considered

***Community Impact Bucks encourages applications from people of all backgrounds, particularly those from under-represented communities.***

*Please complete ALL sections electronically.*

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| Job Details | | | |
| Post applied for: |  | | Applicant reference *(office use only)* |
| If the post is full-time, would you be prepared to consider working on a job-share basis?  Yes/No | | If job-share, please state preferred days/hours per week: | |
| Personal Details | | | |
| Family Name: | | Forename(s): | |
| Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other): | | | |
| Address:  Post Code: | | | |
| Telephone numbers | | Home:  Mobile: | |
| Personal email: | | | |
| **Asylum and Immigration Act 1996.**  **It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy Community Impact Bucks that the Asylum and Immigration Act 1996 is being complied with.** | | | |
| Do you require a work permit to work in the UK? | | Yes/No | |
| References *(please refer to the Guidance Notes for Job Applicants)* | | | |
| Name: | | Name: | |
| Job Title: | | Job Title: | |
| Name of Organisation: | | Name of Organisation: | |
| Address:  Post Code: | | Address:  Post Code: | |
| Tel No:  Email: | | Tel No:  Email: | |
| How long have you know this person and in what capacity? | | How long have you know this person and in what capacity? | |
| Are you happy for us to contact this referee prior to interview? Yes/No (please indicate) | | Are you happy for us to contact this referee prior to interview? Yes/No (please indicate) | |
| **Accessibility**  Please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process, including interviews by videocall e.g. Teams, Zoom. | | | |
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| **Applicant reference:**  *Office Use only* |  |

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| Present or Most Recent Employment | |
| Name & Address of employer:  Post Code: | |
| Job Title: | |
| Dates employed: | Period of notice required: |
| Please give a brief outline of your main responsibilities: | |
| Previous Employment *Please list all previous employment, providing:*  *dates, name of employer, job title and an outline of main responsibilities.* | |
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| Education, Qualifications & Training*Please give details of all educational qualifications obtained and those currently being pursued including name of educational provider (school, college etc), subject studied, qualifications and grades obtained.* *This includes trade/professional training, government training schemes, apprenticeships, short courses.* |
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| Membership of Professional Institutes *Please include the level of membership and year of award where relevant* |
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| Other Experience Please tell us about any other relevant experience and any period not accounted for employment, education or training, e.g. unemployment, caring responsibilities or voluntary work. |
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| Information in Support of Your Application *(please refer to the Guidance Notes for Job Applicants on page 1)*  If further space is needed, please continue on a separate A4 sheet. | | | |
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| The Working Time Regulations 1998 *(please refer to the Guidance Notes for Job Applicants)*  Employment which you intend to continue if successfully appointed to the post applied for.  *Please complete and sign either Part 1 or Part 2. Please declare any other job whether it is with local authorities, public bodies or with private companies.* | | | |
| Part 1 – No other Employment I confirm that I do not have any other employment.  Signature: Print Name: Date: | | | |
| **Part 2 – Other** **Employment (including any freelance or self-employed work)**  All other employment that I have is detailed below: | | | |
| Job Title & Organisation | Number of hours per week including overtime | Start Time  *(please use 24 hour clock)* | End Time  *(please use 24 hour clock)* |
|  |  |  |  |
| Signature: Print Name: Date: | | | |

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| Rehabilitation of Offenders Act 1974 |
| Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Community Impact Bucks uses the Disclosure and Barring Service (DBS) Disclosure service to assess applicants’ suitability for positions of trust. Unless the nature of the position allows Community Impact Bucks interviewing managers to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position at Community Impact Bucks. |
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| Additional Information | | | |
| **Driving Licence:** | | | |
| Do you hold a current driving licence? | Yes/No | Are you a car owner or do you have access to a car? | Yes/No |
| If YES, please state the type of licence you hold: | | | |
| Do you have any current endorsements? | | | Yes/No |
| If YES, please specify: | | | |

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| Declaration |
| I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.  **Data Protection**:  Please note that all recruitment documents, including application forms, for unsuccessful applicants will be kept in secure conditions for a period of 12 months, after which they will be destroyed.  I understand that **if** the position I am applying for involves contact with vulnerable groups, if I am successful, an Enhanced DBS Disclosure will be applied for.  If I accept employment with Community Impact Bucks, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.  Signed: Date:  *A scanned or typed signature is acceptable*  Name: |

Thank you for completing this form.

Please return the form by email to [recruitment@communityimpactbucks.org.uk](mailto:recruitment@communityimpactbucks.org.uk)