

Guidance notes for completing Application Form

1. General information

Please complete all sections of the form in print or black ink. Mark the envelope 'Private and Confidential' and return to the Office Manager, People United Against Crime, 4th Floor Castle Market Buildings, Exchange Street, Sheffield S1 2AH.

Alternatively e-mail your application to m.hopkinson@people-united.org

Additional sheets may be used wherever necessary. People United Against Crime wishes to ensure that comparison between applicants for posts is thorough, fair and in line with our Equal Opportunities Policy. It is therefore essential that you complete this application form fully.

2. C.V.s will not be considered by the short listing panel.

Candidates shortlisted for interview will be required to produce proof of identification e.g. birth certificate, driver's licence with photo, passport, and proof of eligibility to work in the UK. A verification check will be carried out by the Office Manager prior to the interview.

3. Post applied for

As we are recruiting for more than one post, please ensure that you state the title of the post applied for. If more than one post is applied for a separate application form will be required for each post. If applying for a Business Adviser/Senior Business Advisor post, please indicate which area(s) you are willing to cover. There is no need to fill in more than 1 application form if you are willing to cover more than 1 area.

4. Personal Details

Applicants should complete all of this section.

5. Education/ Professional Qualifications

Please list details of all qualifications and qualifications in this section of the form. Original relevant qualifications must be brought to the interview. For the successful applicant, qualifications awarded may be verified by us writing to the establishment from which the qualification was awarded.

6. Learning & Development

Please list details of all training in this section of the form.

7. Employment History

Please give as much detail about your current or most recent post as possible. In order to prevent discrimination and to promote equal opportunities only the information given in the application form can be considered.

Please also provide details of relevant skills/experience that you have gained through unpaid work.

8. References

Please give contact details for at least two people willing to act as referees. At least one of the referees should be relevant to your current or most recent employment. They should have had some managerial responsibility for your work although we accept that, for some employers, it is policy for Human Resource Departments to

provide references.

Referees should not be colleagues, subordinates, relatives or friends. If you have difficulties in obtaining an employer's reference e.g. students or people returning to work after a long period of absence, please provide details in a covering letter. If this is your first employment a tutor's reference or similar will be acceptable. References regarding unpaid positions will be welcomed. Referees will be provided with a copy of the job description and person specification for the vacancy.

For successful candidates written references may be verified by a telephone call to the writer. A standard letter may also be sent to the head of the referee's organisation, or referee's senior manager, to check that the provision of a reference by this person is acceptable.

9. Supporting Evidence

In this section you should demonstrate why you are suitable for the post. You should refer to the job description, in particular the person specification. Please relate your experience to these qualities and qualifications and give examples of how you have used these skills. You may also wish to refer to experiences in community/voluntary work or academic study as well as paid employment.

10. Disability

Applicants should complete all of this section.

11. Declaration

Please ensure that you sign the declaration before returning the form.

If you return your application form electronically you will be asked to sign it if appointed.

12. Returning the application form

Please keep a copy of the application form. The interview will include questions about the information given. Return the application form to the Office Manager by the closing date. If the application form is late we may not be able to consider your application.