



GUIDELINES FOR COMPLETING THE APPLICATION FORM (120221)

An invitation to interview will be based on the information you give within the application form. It is very important that you read the application form carefully, complete all sections and return it by the closing date if one is stated. Please do not submit a CV as it will not be considered.

Education/Courses

Please ensure you list all your education and training, whether or not it is relevant to the post you are applying for, from which senior school you attended to the present day. If you do not have any education or training, write 'none'. This will not have any bearing on the decision to invite you to interview.

Present employment

Please give details of the place you have been/are working. If you are not working, state this clearly. It will not affect our decision to invite you to interview.

Previous employment

Give details of your previous employment. If there are any gaps, please give brief details. If you do not have an employment history, please state this clearly.

Personal statement

This is where you sell yourself to us! Why are you applying for this post? Look at the criteria on the person specification and provide evidence and examples in your personal statement to show how you meet the criteria. The information you provide in your personal statement will determine whether you are shortlisted for an interview.

References

Your first referee must be your present/last employer [or school or college]. Your second referee must be someone who can state if you can meet the job description. You must state clearly in what capacity the referee knows you. A relative or partner cannot be your referee.

Rehabilitation of Offenders Act 1974 (ROA)

Due to the nature of our work, all posts within New Directions are exempt from the ROA. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for

certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

For guidance on making or asking for self-declarations of criminal records, refer to the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

There is a list of offences that will always be disclosed on a standard or enhanced DBS certificate (unless they relate to a youth caution). These are known as 'specified offences' and are usually of a serious violent or sexual nature, or are relevant for safeguarding children and vulnerable adults:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

If you are shortlisted for interview you will be required to complete a Disclosure Statement in which you must declare any convictions, cautions, reprimands or final warnings (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). It is a criminal offence for people who are barred from working in regulated activity to apply for roles that require them to work unsupervised with adults at risk, children or both. We support individuals aged 16+ so both adult and child barred lists are checked as part of our safer recruitment process.

You are advised to contact Nacro for advice. They provide guidance on the ROA and advice on those convictions and cautions that are 'protected'. Their website is <https://www.nacro.org.uk/criminal-record-support-service/>

Roles which are office based are subject to a 'standard' Disclosure and Barring Service (DBS) check and those which are involved in the direct support of individuals are subject to an 'enhanced with barred lists' DBS check.

If you have a criminal record this does not automatically mean you would not be invited to interview. We treat each applicant on an individual basis and your disclosure will enable us to make an informed decision. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant,

including appropriate considerations in relation to New Directions' Equality & Diversity Policy.

Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if already appointed and the discrepancy comes to light.

As we work with people who are very vulnerable, we have a duty to protect them.

Information given by you and received from the police will be kept in strict confidence and will be destroyed in line with the Disclosure & Barring Service Code of Practice, General Data Protection Regulation and the Data Protection Act 2018.