

Guidance Notes for job application

Thank you for the interest you have shown in working for B3.

To assist you in completing the application form please read the following guidance notes.

1. When completing the application please ensure that:
   1. You enter the post you are applying for
   2. You complete all sections of the form and do not substitute it with a curriculum vitae (CV) or résumé.
   3. You complete the application in black ink or type
   4. You sign and date the application form.

Remember, you should:

* Write a rough draft first so that you avoid mistakes and repetitions on your application form.
* Check that all sections are completed, including references, employment history and personal details.
* Keep a photocopy of the application for your own records.

**Person Specification**

The ‘Person Specification’ is the most important part of your application and should be used to provide us with examples and evidence of how you meet all the criteria. If you do not address each area of the person specification and demonstrate concisely, with relevant examples, how you meet the criteria then you are unlikely to be shortlisted.

| B3 Job Application Form | | | |
| --- | --- | --- | --- |
|  | | | |
| **Post applied for:** | | | |
| Closing Date: | |  |  |
| If you need to more space to complete your answers please continue on a separate page. Read the guidance notes on the front page before you begin. | | | |
|  |  |  |  |
| **Personal Details** | | | |
| Surname |  |  |  |
| First Name: |  |  |  |
| Address: |  |  |  |
|  |  |  |  |
|  |  | Postcode: |  |
| Tel: |  | Email: |  |
|  |  |  |  |
| **Languages:** | | | |
| Please identify your fluency level in any language. | | | |
|  | | | |
|  |  |  |  |
| **Education:** | | | |
| General/Secondary Education | | | |
| Subject | Level | Grade | Year Obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Please continue on a separate page if necessary | | | |
|  |  |  |  |
| Further/Higher Education | | | |
| Subject | Level | Grade | Year Obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | | | |
| **Member Of Professional Bodies:** | | | |
| Institution/Society | | Date membership Obtained | Grade |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  |  |  |  |
| **Present or most recent employment/voluntary work:** | | | |
| Job Title: | | | |
| Name and address of employer: | | | |
| Telephone: | | Email: | |
| Notice period (if applicable): | | | |
| Reason For leaving | | | |
| Brief description of duties and responsibilities: | | | |
|  |  |  |  |
| **Employment History** | | | |
| Dates From/To | Employer | Job Title | Reason For Leaving and Finishing Salary |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Person Specification:** | | | |
| Please describe how you meet the essential/desired requirements of the person specification for this post. In your notes below directly address your qualifications and previous experience, job competences and personal attributes. Provide specific examples where possible. | | | |
|  | | | |
|  | | | |
| **General Information:** | | | |
| B3 values experience of applicants who have used our services or those similar to B3 services. Please specify if this applies to you. | | | |
| Please state any dates that you will not be available for interview: | | | |
| Are you related to, live with or have a relationship with any of our current employees, service users or Board members? | | * Yes | * No |
| If yes, please give details: | | | |
| Do you require a work permit? | | * Yes | * No |
| Do you hold one of the following identifications? | | | |
| * Birth Certificate | * Passport | * Work Permit | * Travel Documentation |
| Please note you will need to provide one or more of the relevant documents before commencing employment. | | | |
|  | | | |
| **Rehabilitation of Offenders Act:** | | | |
| Do you have any criminal convictions, cautions, reprimands or final warnings? | | * Yes | * No |
| If you have answered yes, please enclose in a sealed envelope details of any criminal offences subject to the Rehabilitation of Offenders Act 1974.  If you are successful in your application and we subsequently carry out an Enhanced Disclosure and Barring Service check, please be aware that we will apply for a check against the adults’ and children’s barred lists. Look Ahead provide support services to both adults and children and we require our employees to work flexibly across services when required. | | | |
|  | | | |
| **References:** | | | |
| Please provide two references, one of which must be from your present or most recent employer.   * Referees should not be friends, relatives or immediate colleagues. If this is your first employment, one reference must be from your head teacher or lecturer. * All appointments are subject to the receipt of two satisfactory references. * We reserve the right to take up references from any previous employer. | | | |
| Current most recent Employer: | | Second Reference: | |
| Job Title: | | Job Title: | |
| Business Address: | | Business Address: | |
| Tel: | | Tel: | |
| Email: | | Email: | |
| In what capacity do you know this person: | | In what capacity do you know this person: | |
| May we take references before interview? | * Yes * No | May we take references before interview? | * Yes * No |
|  | | | |
| **Declaration:** | | | |
| The information I have provided on this application form is, to the best of my knowledge, correct.   * I understand that falsifying or withholding information may result in my dismissal if appointed. * I understand that the information given on this application form will be handled and processed in accordance with the Data Protection Act 1998. * If I am appointed, the information will form part of my personnel record. * I understand that it may be used for statistical analysis and to administer the Company’s operations. | | | |
| Signed: | | Date: | |
|  | | | |
| **Equal Opportunities Monitoring Form** | | | |
| B3 is committed to developing positive policies to promote equal opportunities in employment to ensure all applicants are treated equally regardless of race, age, sex, religion or belief, sexual orientation, disability, pregnancy and maternity, marriage and civil partnership or gender reassignment.  All information provided on this form will be treated in strictest confidence. In order that we can monitor the effectiveness of this policy please can you complete the following information. | | | |
| Gender: | | * Female | * Male |
| Date Of Birth: | | | |
|  | | | |
| Please note that in order to work with our vulnerable customers you must be aged 18 or over. Care standards demand that a minor is supervised. B3 cannot guarantee supervision at all times and you may at times be required to work alone. You may well be exposed to drug and alcohol abuse/use. | | | |
|  | | | |
| **Ethnic Origin:** | | | |
| * White: British | * White: Irish | * Any other White background | |
| Mixed: | |  | |
| * White & Black Caribbean | | * White & Black African | |
| * White & Asian | | * Any other Mixed background | |
| Asian or Asian British: | |  |  |
| * Indian | * Pakistani | * Bangladeshi | * Asian: Other |
| Black or Black British: | | | |
| * Caribbean | * African | * Any other Black background | |
| Other: |  |  |  |
| * Chinese | * Gypsy/Romany/Irish Traveller | |  |
| * Any Other (please write) | | * Prefer not to say | |
|  | | | |
| **Sexual Orientation:** | | | |
| * Bisexual | * Gay Man | * Gay Women/Lesbian | |
| * Heterosexual/Straight | | * Other | * Prefer not to say |
|  | | | |
| **Religion or Belief:** | | | |
| * No religon | * Buddist | * Christian | * Hindu |
| * Jewish | * Muslim | * Sikh | * Other |
| * Prefer not to say |  |  |  |
|  | | | |
| Do you consider yourself to have a disability? | | * Yes | * No |
| If you have/or have had a disability that affects your ability to carry out the role you are applying for, please outline any reasonable adjustments that we could make to the job that would enable you to compete for it fairly: | | | |
|  | | | |
| Where did you see this job advertised? | | | |