

Recruitment and Selection Application Form Guidance Notes

Thank you for the interest you have shown in working for the Powell-Cotton Trust. These notes are provided to help you complete your application form. If you require any additional help please do not hesitate to contact the HR admin team on 01843 842168.

As an employer, the Powell-Cotton Trust is committed to equality. We value diversity and the role it plays in a positive workplace culture. We wish to continue to broaden the diversity of our team and welcome candidates who can contribute greater diversity of representation and thinking.

We will uphold equality and diversity:

- in employment, by developing policies which ensure that no job applicant, employee, volunteer or trainee is unfairly discriminated against on the basis of their gender, ethnic or national origin, religion or belief, age, physical or mental capabilities, marital status, gender identity, sexual orientation, social background, or organisation role or any other grounds;
- in service delivery, by providing appropriate, sensitive and impartial services and being accessible to all;
- by fostering a co-operative working environment which is free from harassment or victimisation and which promotes good relations among staff and volunteers to create the conditions for the full development of their potential

Help with completing the application form

We appreciate the time and effort involved in applying for jobs and we want to try and help you as much as we can. Please consider the following guidance before completing and submitting your application form.

When you apply for a job with the Trust, selection for interview is based on the information that you provide on the application form. You will have received:

- A job description (JD), – which gives you details about the job. It lists all the main duties and responsibilities that you will be required to carry out.
- A person specification (PS) – which tells you about the qualifications, skills, knowledge and experience you must have to do the job. These are listed as essential or desirable criteria. To be invited to attend for interview you must be able show that you meet all the essential and ideally all the desirable criteria.

You may still be invited for interview if you do not meet all of the desirable criteria.

Try and make sure that your application stands out by providing a fully completed, informative and interesting form.

Do make sure that:

- all information that you provide is honest and accurate;
- all relevant parts of the application are completed clearly and concisely;
- all information is relevant to the job as detailed in the job description;
- your application meets the requirements of the person specification;
- you provide evidence of how your previous experience, skills and knowledge meet the essential or desirable criteria for the job. You can use examples from different areas of your life and not just employment;
- you provide a full and continuous history of your education or training and work or unemployment;
- you check for any spelling or grammatical errors. Do not rely on the computer spell check;
- any attachments are relevant and add value to your application and do not duplicate information already provided;
- you structure your application around the criteria needed for the job. This will make your application more relevant and easier to assess.

Do not:

- merely confirm that you meet the criteria in the person specification. You need to provide evidence of how you meet the criteria by giving examples from work, education or other interests;
- cut and paste information from other applications;
- exaggerate your achievements or abilities.

The Application Form

- **Personal details** – make sure that your full name, preferred title, address, home, work and mobile telephone numbers are legible. Include your email address if you have one.
- **Equality Monitoring** – completing this form helps us to find out if our Equality Policy is effective when we are recruiting.

Every job applicant's suitability for the job will be judged on the basis of their skills, knowledge, experience and qualifications. Your co-operation in completing this form is greatly appreciated, but not mandatory. Any information you provide is treated in strictest confidence and does not form part of your application.

- **Present or most recent job** – give details of your present job if you are currently employed or your most recent job if you are not presently working. Give an outline of the main duties and responsibilities of this job that you think are similar to the job you are applying for.
- **Past work** – starting with your most recent employer, give your job title, employer and the dates that you have worked for them.
- **Qualifications** – list here all the relevant academic qualifications you have achieved. You may be asked to bring your original certificates or other documentary evidence of qualifications to the interview if you are invited.
- **Training and Development** – give details here of any other training or other career development activities that you have had that may be relevant to the post that you are applying for.
- **Current Memberships of Professional Bodies** – give details here of membership bodies that you currently have that may be relevant to the post you are applying for.
- **References** – you must give the name, address, job title and email address if possible of referees who can comment on the last three years of your employment history or full time education. One of your referees must be your current employer or most recent employer if you are unemployed.

If you have never had a job, you must give the name of a teacher or lecturer who knows you well enough to be able to comment on your ability to do the job.

If you have recently entered the country or the company that you worked for has closed down, a reference from your doctor, solicitor or former teacher may be acceptable. References from relatives or partners are not acceptable.

If you are an internal candidate you should provide the name and contact details of your Head of Department.

- **Additional information** – This is the most important part of your application. The information that you supply in this section may determine whether you are invited to attend for interview.

The decision about inviting you to take part in the next stage of the selection process will be made by the recruitment panel based in part on the information you provide in this section.

Try and match your relevant skills, knowledge and experience to the essential and desirable

requirements in the person specification. Don't just say that you have done something. Please give us details of how you did it and what was involved.

- **Interview arrangements and availability** – give details of any reasonable adjustments we can make to help you in your application or with our recruitment process.
- **Convictions / Disqualifications** – Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.

Additional Information

If you have a disability

The Trust welcomes applications from people with disabilities. Applicants with disabilities who meet the essential criteria for the job are guaranteed an interview under the Interview Guarantee Scheme.

Complete section 8 of the application form if you wish to be included in this scheme. You can also use this section if you would require any reasonable adjustments to be made at the interview stage.

If your disability requires you to have the job information in a different format please contact us on 01843 842168 or at enquiries@powell-cottonmuseum.org

Eligibility to work

We are legally obliged to confirm for all employment that you are eligible to work in the United Kingdom before you start working for us. When you apply for a job with the Trust it is important that you are aware of and understand your eligibility status. Government restrictions apply to the employment of migrant workers. All successful applicants will have to provide documentary evidence before they start work that they are legally entitled to do so.

Criminal records

Some of the jobs that we advertise are subject to a Disclosure and Barring Service check. This will be clearly stated in the vacancy specification if applicable.

Acknowledgements

All applicants will receive an acknowledgement confirming receipt.

Interview

Details of when the interviews will be held are normally included in the vacancy advert. You can assume that you have not been selected to attend for interview if you have not received an invitation within 21 days of the closing date.

Feedback

We welcome your feedback to help us with the development of our recruitment and selection process. Please send any comments or suggestions to enquiries@powell-cottonmuseum.org