



CHESHIRE

Recruitment Guide 2008

Thank you for your interest in the National Probation Service – Cheshire Area.

With your application form you will have received a Job Description and a Person Specification. This information should help you decide if you want to apply for the job and it should help you complete the application form as effectively as possible.

Before completing the application form please read this guidance leaflet carefully. It is intended to provide help to **all** candidates whether or not you already work for the Service. The information you provide in your application form is the only information we will use in deciding whether or not you will be short-listed for an interview. We will not make any assumptions about your skills and abilities even if you already work for Cheshire Probation. Please take time to complete the application form as fully and accurately as possible.

To ensure that information about candidates is provided in the same format; **Curriculum Vitae will not be accepted.** If you send a CV with your application it will not be considered during the recruitment and selection process.

Due to the large number of applications we regret that we cannot acknowledge every application received. If you would like receipt of your application to be confirmed please enclose a stamped, addressed post card.



CHESHIRE

Completing your Application Form

Remember:

- Study the job description / Person Specification carefully before completing the form.
- Write out your application in rough first.

It may be a good idea to take a copy of the blank form to use as a draft. This will help to avoid errors and ensure that the information you provide is well organised and relevant.

- Complete all sections of the application form.
If you think some parts do not apply to you write N/A (not applicable) in the spaces provided for your answer.

- Complete your form in black ink or type.

This will ensure that when we photocopy the form it will be easy to read.

- If you have a disability and it would be helpful to you to submit your application in another format (e.g. tape), please contact the Human Resources Department – 01244 394503 to discuss this further.
- Please note additional sheet cannot be added to your application form.
- Unless the Person Specification states that a particular exam or qualification is required please do not detail all public examinations that you have passed.

Rather, state the number of passes and at what level.

E.g. 5 'O' levels, 2 'A' levels and pass in City and Guilds- Motor Mechanic

- Complete the Recruitment Monitoring Form.

In order to measure the effectiveness of our Equal Opportunities Policy we need to collect information about our job applicants. Neither the short listing nor the interviewing panels will have access to this information.

- Check with your referees that they are happy for us to contact them.
- Sign and date the application form.
- Take a copy of your application form, if you can, before you return it to us.
- Return the form to us in good time.

Applications received after the closing date will not be considered, other than in exceptional circumstances.

Completing your application form continued:



CHESHIRE

Short listing:

Once the closing date has passed, the applications are short-listed. The applications are scored against the Person Specification to see how each person's skills and experience and match the requirements of the job.

Meeting the Person Specification:

The Person Specification outlines the skills, knowledge, experience and qualifications etc which are either essential or desirable to the post.

Make sure that in your application, you clearly show how you meet each item on the Person Specification. It is not enough to simply state that you meet the criteria. Back up your statements by **giving examples** of what you have done in the past, either in paid work, voluntary work, school or college or as a hobby. Remember that skills are transferable between employers and between unpaid and paid work.

You may find it helpful to organise the information you give under the headings used in the Person Specification.

Essential / Desirable Criteria:

Please ensure you clearly evidence how you meet the essential and desirable criteria detailed on the vacancy person specification, detailing this information under section 9 of your application form

Do not be put off from applying if you do not meet all of the desirable criteria.

Candidates with a disability who show they meet the minimum essential requirements are guaranteed an interview.

It is hoped that you will find these guidance notes useful and your application will be successful. If you are not short-listed on this occasion, we nonetheless thank you for applying. Please do not be discouraged from applying for other vacancies.

As a result of the large number of applications we receive and the high cost of postage we regret that we are **unable** to write to inform unsuccessful applicants that they have not been selected for interview. If we have not contacted you within two weeks of the closing date, you may assume that your application has not been successful.

(Internet)

APPLICATION FORM for the post of.....



CHESHIRE

Vacancy Reference

The National Probation Service – Cheshire Area is committed to Equal Opportunities and Welcomes applications from all sections of the community.

Please complete in black ink or type onto the form.

CVs, References or other prepared material will not, at this stage, be accepted with this application. Please do not attach any additional sheets to your application unless specifically asked to do so.

If you are prevented, through disability, from completing this form, an application will be accepted which has been completed on your behalf or in oral form on audio cassette.

If you are applying for a post that will be based within a partner organisation, then the information you supply in this application form may be shared with them.

Please return completed Application Form, Recruitment Monitoring Form, and Criminal Disclosure Form to HR Department, National Probation Service, Beech House, Park West, Sealand Road, Chester, CH1 4RJ.

1. PERSONAL DETAILS

Forename(s): Surname:

Address:..... Preferred Title:
 (e.g. Miss / Ms / Mrs / Mr / Dr etc.)

..... Telephone Number(s) (if any) Daytime:
 Evening:

..... Post Code:

Current Driving Licence YES / NO National Insurance No:

2. EDUCATION / QUALIFICATIONS (including Overseas) – Please give earliest first.

NB – Successful applicants will be required to provide proof of qualifications at interview stage

Full Time or Part-Time	Secondary School / College University, etc.	Examinations taken or to be taken	Results Including Grades

NB – Successful applicants will be required to provide proof of qualifications at interview stage

3. TRAINING Please list training and other courses which you have undertaken which are related to work.

Year	Organising Body	Course Title	Length

4. MEMBERSHIP Please indicate membership of any organisation(s) appropriate to work.

Name of Organisation	Type of Membership	Was entry obtained through examination?	If so state final examination year

5. REFERENCES Please give details of two referees who are not relatives. **One should relate to your most recent employment, and your references should cover your most recent 2 year employment history.** If you have been a student and do not have any employment history, one of your references must be from a Course Tutor. **Please do not send original testimonials.**

First Referee (Previous Employer)	Second Referee
Name:	Name:
Address:	Address:
Post Code:	Post Code:
Tel No. (if any):	Tel No. (if any):
Position / Job: (if appropriate):	Position / Job: (if appropriate):
Relationship to referee:-	Relationship to referee:-
Email (if any):	Email (if any):
Permission to contact after Offer has been made Y <input type="checkbox"/> N <input type="checkbox"/>	Permission to contact after Offer has been made Y <input type="checkbox"/> N <input type="checkbox"/>

7. PAST EMPLOYMENT (if any - please give most recent first)

Dates				Employer	Job Title (Brief outline of Duties)	Reason for Change
From		To				
Mth	Yr	Mth	Yr			

8. Rehabilitation of Offenders Act – 1974

If you have been convicted or cautioned you may still be eligible for appointment depending on the nature and circumstances of the offence. However failure to disclose details could count against you and may result in an offer of employment being withdrawn. Many of the posts in the National Probation Service are exempt from the requirements of the Rehabilitation of Offenders Act 1974. These posts are those based in Approved Premises, or whose duties involve the supervision of offenders. Applicants for these posts are required to declare any previous criminal convictions (including traffic convictions and appearances before a court martial) or cautions (including cautions as a juvenile). The Probation Area will seek confirmation of criminal history from the Criminal Records Bureau before confirming the appointment of any person to these posts. In addition, if you are applying for a post that will be based within a partner organisation, this information may be shared with them.

Have you ever been convicted of any criminal offences or subject to Police Caution? YES / NO?

If "YES", give relevant details on section 9 on this application form.

9. STATEMENT IN SUPPORT OF YOUR APPLICATION

In the space below please bullet point each Essential Criteria detailed on the Person Specification and give evidenced, specific examples of how your skills, experience, qualifications and abilities meet each of these Essential Criteria. Please then repeat this exercise for the Desirable Criteria detailed on the Person Specification.

You may find it useful to detail any relevant experiences gained through voluntary work, leisure activities or even your home life when evidencing how you meet Essential and Desirable Criteria. Only candidates who clearly evidence their ability to meet essential criteria will be considered for the next stage of assessment.

PLEASE ONLY USE THE THREE PAGES PROVIDED FOR COMPLETING YOUR STATEMENT.

9. STATEMENT IN SUPPORT OF YOUR APPLICATION *(continued)*

[Empty rectangular box for statement content]

Vacancy Reference

Recruitment Monitoring

National Probation Service wishes to ensure equality of opportunity for all.

By answering the following questions you will help us to do this.

This information is solely to monitor equal opportunities and to make improvements.

This Form will be separated from your application on receipt and will not be used by those responsible for making selection decisions.

HOW DID YOU FIND OUT ABOUT THIS JOB? (Please tick (✓) appropriate box)				(please Specify)
<input type="checkbox"/> Internal Advert	<input type="checkbox"/> Jobcentre	<input type="checkbox"/> Press Advertisement	<input type="checkbox"/> Our Website	<input type="checkbox"/> Other

Specific cultural background		
WHITE (W)	Please Tick Appropriate Box Below	Date of Birth:.....
White – British	W1	
White – Irish	W2	
Any other White background (please state)	W9	Please tick the appropriate box: Male <input type="checkbox"/> Female <input type="checkbox"/>
MIXED (M)		
White and Black Caribbean	M1	
White and Black African	M2	
White and Asian	M3	
Any other Mixed background (please state)	M9	Do you consider yourself to be disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>
ASIAN OR ASIAN BRITISH (A)	<input type="checkbox"/>	
Asian – Indian	A1	
Asian – Pakistani	A2	
Asian – Bangladeshi	A3	
Any other Asian background (please state)	A9	(Disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities)
BLACK OR BLACK BRITISH (B)		
Black – Caribbean	B1	
Black – African	B2	
Any other Black background (please state)	B9	
CHINESE OR OTHER ETHNIC GROUP (O)		
Chinese	O1	
Any other ethnic group (please state)	O2	

Please note: If you are not a British citizen or a citizen of the Irish Republic or a citizen of the European Economic Area, but you are a commonwealth citizen, is your stay in the United Kingdom subject to restrictions?

Yes

No

If the answer to the above question is NO, please provide evidence of this (but do not send our actual passport with this application)

NATIONAL PROBATION SERVICE – CHESHIRE AREA



CHESHIRE

Rehabilitation of Offenders Act – 1974

This post is exempt from the provisions of Section 4 of the above Act. **ALL** previous convictions, whether as an adult or juvenile, must be disclosed. Failure to fulfil this requirement could result in an offer of employment being withdrawn.

Have you ever been convicted of any criminal offences or subject to Police Caution?

YES / NO

If "YES", give relevant details below:

Date	Court	Offence	Result

Name: _____

Date: _____ Signature: _____