

GIANT STEPS HORDEN LIMITED

Guidance Notes for Applicants

Please read these notes carefully before completing your application form

In accordance with best practice in equal opportunities, the Company does not accept CVs. We believe that a standard application form is the fairest way of getting consistent and relevant information about applicants.

Data protection

The personal information supplied by you on this application form will be used only to consider your application for employment with this Company. Certain anonymised data could be passed to other candidates should a request for information be made.

The information you supply on the Recruitment Equality Monitoring Form will be used for those purposes stated only and will be retained in an anonymised form so that it cannot be linked to individual applicants. The information you supply will be retained only as long as necessary for the purposes of recruitment and monitoring.

We aim to be an equal opportunities employer

The Company is actively working towards equal opportunities for those it employs as well as those who use its Settings. The Company looks for workers who share this commitment. Our policy is to make sure we appoint the person with the best ability for the job, whatever their race, sexual orientation, religion or belief, disability, gender or age etc.

With these notes you should have received:

- an application form
- guidance notes for applicants
- a job description
- a person specification
- Information about our Company
- Recruitment Equality Monitoring Form

The application form

To promote fairness, all applicants need to complete our standard form. The information you give should describe your skills, knowledge, experience and qualifications, which are relevant to the job outline and person specification.

- You should give as much relevant information as you can on the form
- Use extra sheets of paper if you need to
- Ensure that each extra sheet has your name, the job title of the post you are applying for clearly written on the top of it
- CVs are **not** accepted - please do not send them with your form

Employment

Any offer of appointment will be subject to satisfactory:

- criminal record check from the Disclosure and Barring Service
- completed health questionnaire
- evidence of your Right to work in the UK
- references

The above information must be received before we confirm the appointment.

Medical Questionnaire

Before confirmation of an offer of appointment, you will need to complete a medical questionnaire and may be subject to medical screening and/or a medical examination

Two referees needed

You must give details of two people who can provide us with a reference. One of them should be your current or last employer. We will only contact referees after a conditional job offer has been made to the successful candidate.

When we ask for references, we will send your referees a copy of the job description and person specification, and will ask specific questions about your suitability for the post. Confirmation of appointment will depend on our receiving satisfactory references.

We treat all references confidentially.

Employment and work experience

Please state details of your current and previous employment and work experience. Work experience may have been gained through voluntary work, Government training schemes, etc.

Education, training and qualifications

Please give information about any training or education you have been through, or any qualifications you hold or are working towards, if they are relevant to the post. If you do not hold the qualifications listed as essential on the person specification, we are unlikely to give you an interview.

Please note: We will ask for sight of original certificates and may take copies if your application is successful. We will also ask for evidence of membership of any professional/technical bodies. Please do not attach original certificates to your application.

Relevant skills and experiences

It is important to complete this part of the form as fully as possible. You should describe:

- how you meet the person specification
- your experience of carrying out the tasks and duties in the job description

Important information

- we will not consider applications received after the closing date or any that are not on our application form
- please complete the form in black ink
- if we have not contacted you four weeks after the closing date, please assume your application has been unsuccessful

Please return your application form, by the closing date, to:

Name: Rachael Fernie

Address: Giant Steps Limited

Haswell Children's Centre

County Durham

SR8 4EQ