**GUIDANCE NOTES FOR APPLICANTS**

For any queries that arise during the recruitment and selection process, please contact HR on 01473 835447.

**Equal Opportunities**

**Disabled applicants**

Under the terms of the Equality Act 2010, a person has a disability if he or she has a physical or mental impairment which has a substantial or long-term adverse effect on his or her ability to carry out day-to-day activities.

Suffolk Family Carers is committed to ensuring that unnecessary barriers to the employment of disabled people are removed, and will endeavour to provide access or other support to ensure that people with disabilities can compete on equal terms with non-disabled people. Please let HR know if you would like specific assistance to be arranged during the recruitment process.

**Job-share and part-time working**

Where a post is part-time, this will be stated in the advertisement. Job-share applications will be considered unless notified otherwise on the advertisement. A job-share application is dependent upon receipt of another suitable job-share partner application.

**Equal Opportunities Monitoring Form**

Equal opportunities monitoring information will not be made available to those carrying out the selection process. Monitoring information is used by HR for statistical purposes only.

**Internal Applicants**

Suffolk Family Carers fully support internal career development and encourage employees to apply for new positions. Both internal and external candidates will be assessed in exactly the same way.

**Data Protection**

Your application form will be retained for one year if you do not secure employment with Suffolk Family Carers and will be destroyed by shredding. Personal data for employees will be held in accordance with the Data Protection Act, 1998 and our policy.

**BEFORE YOU COMPLETE THE APPLICATION FORM, PLEASE READ THROUGH THIS GUIDANCE CAREFULLY.**

**Completing the application form**

Where possible, please complete and submit your application on line (see below for alternatives).

Do not submit the same application for a series of jobs. If you are applying for more than one post, unless specified otherwise, each application should be tailored to the particular requirements for the post.

**Personal information:**  If invited for interview you will be asked to provide proof that you have the right to work in the UK. This will mean that you will need to produce either a document or a combination of documents to confirm you are eligible.

**Details of Employment:** You need to give details of your present and previous employment. You may also include any voluntary/work experience.

**Education and Qualifications:** You should provide details of qualifications you have gained both in the UK and overseas. You may be asked to produce any relevant certificates if offered the post.

**References:** Where you have been employed within the last 5 years, the referees must be your two most recent employers. If employed by the same employer for 5 years or more, please provide a second referee. If you have not been previously employed (either not at all or not within the last 5 years due to a break in your career) please nominate two responsible individuals who know you well but who are not related to you or your partner. We will only take up references for the successful candidate, and will not contact your current employer without your permission.

**Driving Licence:** Although a driving licence will not ordinarily be a factor in the selection process, you may be required to use your own vehicle during the course of some duties. It is your responsibility to ensure you have suitable motor insurance to cover the duties of the post.

**Statement in support of your application:** This is where you must provide evidence of how you meet all of the essential and desirable criteria of the role, as outlined in the job specification. We will **not** make assumptions about you and your abilities based on information provided elsewhere within the application form.

Evidence should relate where possible to current or previous employment, however it may also be provided from voluntary work or outside interests where this is relevant to the role.

**Submitting the completed application**

Please submit your completed application form together with the completed monitoring form by the closing date via our website. If you are unable to submit your application on line, please email it to recruitment@suffolkfamilycarers.org or post to HR, Suffolk Family Carers, Unit 8, Hill View Business Park, Old Ipswich Road, Claydon, Suffolk, IP6 0AJ.

Please do not submit a CV to support your application.

Applications received after the closing date will not be accepted.

If you wish to withdraw your application at any time, you should do so by contacting HR.

If you submit your application on line you will received an automatic notification of receipt. Due to the number of applications we receive, applications submitted by email or post will not be acknowledged, however please feel free to contact HR to confirm receipt. If you have not heard from us within 3 weeks of the closing date please assume that you have been unsuccessful on this occasion.

**What happens next?**

**External applicants** - If you are not shortlisted, you will be sent no further communication.

**Internal applicants** – If you are not shortlisted, the Manager or HR will provide you with feedback.

If your application has been short-listed, we will contact you to invite you to attend an interview, but depending on the role may also involve use of other assessment methods such as ability testing, presentations, tasks, etc. If this is required, it will be stated in your invitation letter.

Reasonable adjustments will be made to allow individuals with a disability to undertake the required selection process. If shortlisted, please contact HR if any reasonable adjustments are necessary.

**Interviews**

The interviewers will normally be a panel of two or three people. Remember the interview is your opportunity to provide examples of your experiences in your responses to questions, in the context of the role for which you are applying.

**For posts where a DBS check is a requirement:**

Any information given will be treated in the strictest of confidence. A person’s criminal record will not, in itself debar that person from being appointed to this post and suitable applicants will not be refused posts because of offences that are not relevant to the role for which they are applying. Failure to disclose all convictions, cautions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal.

Unspent convictions and cautions must be declared unless they are protected (or filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013. Guidance can be found on the Disclosure and Barring Service website at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

**Other Information**

**Pension Scheme** - Suffolk Family Carers will automatically enrol eligible job holders into a workplace pension. Eligible job holders are defined by legislation as workers who are aged 22 or over, under State Pension age and earn more than £10,000 pa. Non-eligible job holders will not be automatically enrolled, however can elect to opt-in.

Suffolk Family Carers has a Group Personal Pension with Scottish Widows. The employee contribution is a minimum of 3.5% and Suffolk Family Carers’ contribution is 7% of gross basic salary. Contributions are postponed for three months after commencement in post.