



APPLICATION PACK GUIDANCE NOTES

Please read these notes carefully before completing the application form. Please fill in the form as fully and accurately as you can. Applications are scored against the Person Specification requirements identified for shortlisting, rather than every requirement being assessed at application stage.

- The decision to invite applicants for interview is based on the information provided in the application form. Please give us enough information to understand how you meet the shortlisting requirements.
- Any additional information such as CV's or letters are disregarded

WHO CAN I CONTACT IF I HAVE A QUESTION?

- Our original advert will include details of the designated Recruiting Manager, including their email and phone number. Don't hesitate to contact them if you would like a chat about the role or you have a specific question, they will be very happy to hear from you.

GENERAL

Please complete all parts of the application form and either type or use black ink so that when we photocopy the form it is clear and legible

- Do not send a Curriculum Vitae (CV) as this will not be considered
- The Application Pack includes a Job Description and a Person Specification. The Job Description lists the duties/main tasks of the post and the Person Specification lists the knowledge, skills, experience and qualifications desirable or essential for the role

PERSONAL DETAILS AND CONTACT

Please give your full name, NI Number, address, post code and telephone numbers and email address.

ENTITLEMENT TO WORK IN THE UK

Please make sure you answer yes or no in this section (providing details where requested).

REFERENCES

Please give the names and contact details of two referees.

- One must be your current or most recent employer
- The other should be the name of a person who can give you a character reference - this person should not work for this company or be a relative or friend
- Please ensure the contact details are up to date and accurate

CURRENT EMPLOYMENT

Please complete all of the sections requested paying particular attention to the contractual period of notice and full employer details (name, address and start date)

PREVIOUS EMPLOYMENT

Please make sure you complete all employment history and include start and end dates on all entries.

GAPS IN EMPLOYMENT

Please include any gaps in your employment history and, where you can, briefly explain them. We recognise that people have different circumstances and that time away from paid employment can involve caring responsibilities, education, health, community involvement or other experiences.

EDUCATION

Please give full details of your educational qualifications starting include all qualifications that you have gained both part time and full time.

OTHER TRAINING AND DEVELOPMENT

Please use this section to tell us about any other short courses you have attended including any professional development, vocational or job related training. Please make sure you include a date of completion.

MEMBERSHIP OF PROFESSIONAL ASSOCIATION OR STATUTORY BODY

Please use this section to tell us about any membership, role or registration you currently hold, please make sure you include the registration date where relevant and you tick the yes or no box as applicable

REASONS FOR APPLYING

This is your opportunity to tell us about yourself, why you are interested in the role and how your knowledge and experience will help you do the job. Please read the Job Description and Person Specification carefully. We are particularly interested in how you meet the relevant Knowledge & Understanding, Experience and Education & Training requirements identified for shortlisting. Give examples where you can. These might come from paid employment, volunteering, community involvement, education or other experiences in your life.

SKILLS AND BEHAVIOURS: Our Person Specifications include Skills and Behaviours that matter to how we work at Leeds GATE, such as building relationships, treating people with respect, communicating clearly, involving others, taking responsibility and learning from experience. These are about how you approach situations and work with people, not simply which jobs you have held.

We will mainly assess Skills and Behaviours through the interview and a practical values exercise. You do not need to give a separate example for every Skills and Behaviours requirement in your application. Where a role needs particular practical skills, these may also be considered through the application or a role-specific task.

HOW WE ASSESS: We use your application to decide who to invite to interview, assessing the knowledge, experience, training and other requirements identified for shortlisting. The interview helps us deepen our understanding of applicants, including their experience, judgement, how they approach situations and how they would work in the role. The practical values exercise gives applicants an opportunity to demonstrate relevant skills and behaviours in action. We will explain the arrangements to shortlisted candidates.

ADDITIONAL INFORMATION

These are other questions we need to ask that may be specific to the role for which you are applying.

- All questions should be answered either by YES or NO giving further details where requested

DISCLOSURE & BARRING SERVICE CHECK

This section should be completed by all applicants although any information disclosed will be handled confidentially by the Director of People and Operations as part of the recruitment process.

DECLARATIONS

B) & C) The declaration should be signed and dated after reading it carefully (electronic signatures are accepted).

The Application Form should be returned by email;

Vacancies@leedsgate.co.uk

Or by post;

Leeds Gypsy and Traveller Exchange, 169 Cross Green Lane, Leeds, LS9 0BD

RECRUITMENT SUMMARY INFORMATION

- Please keep an eye on the closing date and time, we cannot accept late applications
- Shortlisting takes place after the closing date. A member of the shortlisting panel will contact applicants invited to interview. Unfortunately, we are not normally able to contact unsuccessful applicants individually because of team capacity.
- If you are invited to interview, we will send the core interview questions 24 hours beforehand to give you an opportunity to prepare. We will also explain the practical values exercise, any other assessment tasks and when you will receive instructions. If you need reasonable adjustments to the application, interview or exercise, please contact the Recruiting Manager using the details in the advert.

We would like to take this opportunity to thank all interested candidates for reading our guidance notes, and wish you well with the recruitment.