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Registered Charity No. 1100722

## APPLICATION FORM GUIDANCE NOTES

Autism Bedfordshire are committed to achieving equality of opportunity for all who work with us in either a paid or voluntary capacity. Candidates are requested to read these notes carefully before completing their application.

### 1. Applications

Applicants are required to complete the application form as fully and as accurately as possible, and to make clear for which post application is made. Reference to other documentation, such as a CV will not be acceptable as an alternative to completing the application form. While applicants may provide a curriculum vitae with their application, it will not be accepted as an application in its own right.

### 2. Confidentiality

All information provided in the application form will be treated as confidential and will be copied only to staff directly involved in the selection process.

### 3. Data Protection Act 1998

Once the recruitment process is completed, data used will be stored for a maximum of 24 months and then destroyed. If you are successful in your application relevant information will be used as part of your personal file.

### 4. Submission

When you have completed the application form please return it to the Children's Services Team before the closing date given in the post details. We are not able to consider applications received after this date. If you have not received confirmation of successful application within four weeks from the closing date you may assume that your application has not been successful.

### 5. Personal Details

Please complete ensuring all contact details are accurate and emergency contacts are provided.

### 6. Emergency Contacts

Please provide details for two people who can be contacted in the event of an emergency.

### 7. Employment Details

Please ensure information provided regarding current and previous employment is sufficiently detailed so as to fully indicate the nature and responsibilities of the post held.

### 8. Qualifications and Experience

Please ensure you list the subject, level and grade of each qualification gained, listing your most recent areas of study first.

You may be required to provide evidence of qualifications attained as a condition of your appointment.

Other Qualifications and Training Courses completed. Please provide details of other Continuing Professional Development or alternatively add this information to your supporting statement.

Membership of Professional Associations:

Please list your membership number, e.g. Institute of Learning and level of membership.

**9. Supporting Statement**

Please use the space provided on the application form to give details of how you consider your experience, knowledge, skills, abilities and personal qualities meet the requirements of the post as outlined in the Roles and Responsibilities. Applicants are encouraged to continue on separate sheets as required.

**10. Additional Information**

If you are related to any current member of Autism Bedfordshire staff, board members or trustees, please provide that person's name and your relationship to them.

**11. References**

Two references are required. The primary reference must be from your current employer. Please indicate consent for Autism Bedfordshire to request references prior to an interview.

If you do not wish your current employer to be contacted for a reference prior to interview please make this clear on the application form giving reasons for your decision.

If you are unable to quote a recent employer, you are advised to find a referee who can comment on your skills and abilities as well as your character. You are advised to check with your referee that they are willing to act in this capacity, and inform us if your referees know you by a different name.

**12. Declaration**

Please remember to sign and date the form to confirm that the information you have provided is true and accurate.

**13. Disclosure of Criminal Background**

When a post is offered, a potential employee will be asked to disclose any criminal convictions. An appointment will be subject to satisfactory clearance by Autism Bedfordshire. Because of the nature of work for which you are applying this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975. Therefore, applicants are not entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act, and in event of employment failure to disclose such convictions could result in summary dismissal or disciplinary action. All post holders will be subject to an enhanced Criminal Records Bureau and Vetting and Barring check by the Independent Safeguarding Authority.

**14. Equal Opportunities**

All applicants who feel that they meet the requirements of the post are encouraged to apply. Autism Bedfordshire welcomes applications from under-represented groups such as ethnic minorities and people with disabilities. In line with our commitment to Equal Opportunities we need to monitor applications for posts at Autism Bedfordshire. It is essential that you complete the Equality and Diversity and Personal Disclosure forms and return them with your application. The information you provide will be treated as confidential. It will be used for statistical monitoring only, and will not affect the selection process. Please inform the Children's Services Team if you have any specific requirements for the application or interview process.