**APPLICATION AND RECRUITMENT PROCESS GUIDANCE NOTES**

**Application Form**

* Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
* We will seek references from all candidates who are successful at the interview stage.
* Please note that the provision of false information is an offence and could result in the application being rejected or summary dismissal where the applicant has been selected.

**Short Listed Candidates – Invitation to Interview**

* Short listed candidates will be contacted either by letter or telephone. Therefore, it is essential that a contact telephone number is provided on the Application Form.
* Candidates who have not been contacted within 10 days of the closing date should assume that their application has been unsuccessful on this occasion and are asked not to contact the organisation.

**Appointment Process**

Any offer of employment will be conditional upon:

* Receipt of at least two satisfactory references (one of which must be your current or most recent employer)
* All successful candidates must provide the following original documents:

1. Documents confirming any educational (including vocational) qualifications that are relevant or necessary for the post.
2. A current driving licence or passport (ideally passport as this will fulfil Immigration requirements)

**COMPLETING YOUR APPLICATION FORM**

Please note that if you have a disability and you require to have this form, or submit the information with regard to this form in another format, such as in larger print, please contact us by writing or telephoning us on 0191 270 1449.

**Please read these notes carefully before completing your application form. This is important as it provides the only information we use to assess your suitability for the job and our decision whether or not to progress your application.**

**If more space is required please continue on additional sheets, or amend the form electronically.**

**Education and Qualifications**

* Include details of all formal qualifications and the date which these were gained
* Include information about any additional training or short courses which you have attended
* You do not require formal qualifications (please refer to the person specification), so do not be put off if you have nothing to write in this section

**Employment Details**

* Provide full details of your present or most recent job first and then details of any previous jobs starting with the most recent. Please provide details of at least the last 5 years of employment where available and include any voluntary work that you have undertaken
* Please be as accurate as you can about dates of employment and whether the positions were full or part time
* Please ensure you account for any gaps in your employment record

**Further Information**

* This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description and person specification.
* The job description outlines the main duties of the post and the person specification details a description of the skills, experience, qualifications and competencies necessary to carry out these tasks.
* It is essential to relate your experience to the information given in the person specification by giving specific examples. For example, telling us what you did in your job rather than what the team did and how you demonstrated a particular skill, rather than simply saying that you have it. Please ensure you address all of the points identified within the person specification which will allow you to demonstrate your suitability for the position you have applied for.
* You may wish to draw on skills developed outside of work, whether home-based/present employment, study and training

**References**

* You are asked to provide details of two referees; one of which must be your current or most recent line manager. If you are in, or have just completed full time education, a course tutor/leaders details should be provided
* Where possible contact telephone numbers and email addresses for referees should be provided
* Please ensure that referees have agreed to provide a reference for you prior to supplying their details
* Where possible it is our policy to take up references for all candidates who are successful at the interview stage. Any objections from you will normally only be considered in respect of references from your current employer. Please mark the application form appropriately.

**Personal Information**

* Please ensure all parts of this section are completed
* Please only provide an email address if you agree to allow us to contact you in this way
* This information will be detached from your application before the start of the recruitment process

**Medical Information**

* Please provide details of any periods of sickness absence which has resulted in your absence from work within the past two years

**Disclosure & Barring Service (DBS)**

* A basic DBS check is for any purpose, including employment. The certificate will contain details of convictions and conditional cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974.
* All information will be treated in the strictest confidence.

**Disability Definition**

* Individuals who were registered under the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996 are treated as being disabled under the Disability Discrimination Act (DDA). The DDA states ‘a person has a disability… if he has a **physical or mental impairment** which has a **substantial** and **long-term adverse effect** on his ability to carry out **normal day-to-day activities**’. The person must satisfy the four criteria in bold in the above statement to fall under, and, therefore be protected under the DDA.
* Please note that all disabled applicants who meet the essential criteria for the post they are applying for will be offered an interview. This may then be discussed with you at interview to see whether there are any reasonable adjustments which can be provided to help you perform the job effectively.

**Signature**

* Electronic application forms can be signed at interview, where appropriate.

**Returning your application**

Please return your completed application form by post or email to:

Retail Area Manager, Unit 26 North Tyne Industrial Estate, Longbenton, Tyne & Wear, NE12 9SZ - [hazel@emblematic.co.uk](mailto:hazel@emblematic.co.uk)

by **2nd May 2021**. If it arrives late, we may not be able to consider you.

**Please check that you have used the correct level of postage if you post in your application.**