

## Guidance on Completing your Application

### I need the application documents in a specific format:

If you require the application form and associated information in a different format which is more accessible, please contact us immediately so this can be sent out to you with enough time for you to complete and return the form before the deadline.

### I am considering making an application:

The Job Description provides information about the job and what would be required of you if appointed.

The Person Specification tells you what qualifications, knowledge, skills, experience and commitment you will need to demonstrate in order to be appointable to the post.

Before deciding to apply, first read the Job Description and the Person Specification fully and making a judgement as to whether you meet each of the Essential person specification points. If you also meet any 'Desirable' points, this will enhance your application – but you must meet the Essential requirements first and foremost.

The recruitment panel will need to gain evidence from your application form that you meet the requirements of the person specification in order to be able to shortlist you for interview. It is indicated on the person specification which requirements the recruitment panel will be expecting you to demonstrate through completion of the application form.

*Please do not attach a CV to your application or submit a CV in place of the application – this will be discarded at the point of receipt and will not be witnessed by the recruitment panel.*

### Completing my Application – key points to remember:

1. Read the job description and person specification before you start.
2. Make sure that the information you provide:
  - ✓ Is clear and concise
  - ✓ You address every person specification point individually
  - ✓ The statements you make are supported by evidence of your skills, qualifications or experience as relates to the person specification points - specific examples in previous roles usually provides the most suitable evidence.
3. Voluntary and unpaid roles are valuable in individuals' growth and development. If you have gained relevant experience, skills and knowledge via voluntary / unpaid roles e.g. involvement in a mental health service user group, a youth volunteering , youth and community work or creative programme, please include these examples.
4. It may be useful to ask a friend or colleague to read through your application form and give you some feedback before you send it in.

### Submitting my Application:

We accept both hard copy and signed electronic applications and these should be sent to [rachael.brooks@42ndstreet.org.uk](mailto:rachael.brooks@42ndstreet.org.uk) by the stated deadline.

Completed application forms must be returned by the advertised closing time and date. Applications received after this, will not be considered.

It may be useful to keep a copy of your completed application form as you may wish to refer to it if you are invited for interview.

### **Equality and Diversity monitoring:**

Completing this form is not a mandatory element of your application submission. Responses are solely used to inform future recruitment practice, and to help us to understand how we can better reach particular communities who may be under-represented in our staff team.

Please either tick the box(es) that you identify with or you are very welcome to self-define and there is space to do this in each of the sections.

Please note that equality and diversity monitoring forms are anonymous and kept separate from applications and not seen by those involved at any stage of the recruitment and selection decision-making process.

### **What happens if my application is not successful?**

Due to the high number of applications 42nd Street is not in a position to give feedback at the application form stage of the recruitment and selection process. We will give feedback to those candidates who are offered and attend an interview.

### **What happens if my application is successful?**

If the recruitment panel decides that your application form demonstrates that you have the appropriate level of knowledge, skill and experience required you will be invited for an interview. You will initially be contacted by phone or email (via the method you provide on your application form) to advise you that you have been successful. You will also be informed of this in writing and all relevant information about the interview process will be forwarded to you at this stage. We aim to speak to successful applicants as soon as is practically possible.

### **What happens to my data?**

If your application is unsuccessful, we will hold your application form securely for a period of one year, in line with our Data Protection Policy. After one year, this will be securely destroyed – this means we will no longer hold any personal or sensitive data which is identifiable to you. We will only retain anonymous Equality and Diversity monitoring data. The format in which this data is recorded is:

- ✓ Job Role advertised and whether it was identified as a GOQ (Genuine Occupational Qualification) post
- ✓ Where adverts were placed
- ✓ Date of Advert publication
- ✓ Individual demographics: broken into the tick box response fields and all self-identified responses.
- ✓ Each demographic response field has numbers recorded against it denoting the number of people identifying.

We review this data to reflect on our recruitment practices, our success in reaching a diversity of communities, and specific under-represented communities. And importantly, developing our practices in order to ensure equality, inclusion and diversity and to play our part in social mobility.