

Application Form Guidance Notes

Please read this information prior to completing your application form. If you need any help to complete this form, contact the HR Officer on 01256 302207.

These notes are intended to help you complete our application form. Please take a few minutes to read this guidance before you start to complete the form. Invitation for interview is based on the information contained in the Application Form so please complete all sections in a well-planned and positive way. The candidates who are short-listed will be those who most closely meet the criteria on the Person Specification. We do not take into account any previous applications or prior knowledge of you. Your application form is therefore very important.

Short listing is decided on the basis of experience, skills, knowledge, attainments and other information relevant to the duties of the post as provided on the application form, i.e. excluding the information given in the Equal Opportunities Monitoring Form.

In order to ensure compliance with our Equal Opportunities Policy we require that information about candidates is presented in the same format, i.e. the BST application form. Curriculum Vitae's are not accepted alone (although they may be provided as an addition to the application form), with the exception of candidates with a disability where a CV might be the most convenient method of application. If you require the application form and guidance notes in a different language please contact the HR Officer on 01256 302207.

General Points

Please ensure that you include as much relevant information as possible on the actual application form. If little or no information is provided on the application form it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.

If you find that you do not have enough space on the form at any point, you may continue on a separate sheet detailing the section that the extra sheet refers to. Write or type clearly and for photocopying purposes use BLACK INK.

Please ensure that your application is returned by the closing date (where applicable) to ensure that you can be included in the short-listing process.

Statement in Support of Application

This section is for you to provide any additional information about yourself that you feel is relevant to the post for which you are applying. You may wish to include your particular skills and qualities, which will help us assess your suitability for the post. The skills and qualities may be in relation to work, work experience in a voluntary setting or in your personal life. Whether you are an internal or external applicant you should check that you have demonstrated how you meet all of the requirements. The short-listing panel cannot guess or make assumptions about your work experience. It is important to provide us with as much information as possible to show how skills match those of the job, try to avoid vague statements such as: *'I have all the skills and abilities mentioned in the person specification'*. Try to be specific – for example – *'I have worked for three years as an accountancy assistant and I have accurate numeracy skills, experience of monthly monitoring and providing information for annual accounts'*.

Application Form Guidance Notes cont'd

References

Where possible nominate two persons who have agreed to act as your referee, one must be your present/most recent employer. Friends/acquaintances are not acceptable. In the case of school/college leavers the school/college will be an acceptable referee. Please provide the name, address and occupation/relationship of the referee to you. If you would prefer us not to approach your current employer prior to interview please indicate on the application form and we will comply with this request. You must note however that an offer of appointment is subject to receipt of satisfactory references.

Data Protection

The information that you provide in your job application form will be treated in the strictest of confidence at all times and will only be disclosed to personnel involved in the recruitment process. If you accept a position with Basingstoke Sports Trust your personal information will be held for purposes relating to your Contract of Employment and personnel file.

Security safeguards apply to both manual and computerised information, and only relevant personnel can access your information.

If your application is unsuccessful, your application form and any other information we hold about you will usually be destroyed after six months. Personal information for all applicants may be retained for monitoring and future recruitment purposes.

Rehabilitation of Offenders Act 1974

Basingstoke Sports Trust requires all applicants to disclose criminal convictions. Please read the information below carefully. Failure to disclose information regarding convictions could result in withdrawal of a job offer, or in the event of employment, dismissal or disciplinary action. Any information given will be confidential and will be considered only in relation to posts to which the order applies.

Please note: some of the following wording is taken directly from the Rehabilitation of Offenders Act.

What is a 'spent' conviction?

Under the Rehabilitation of Offenders Act 1974, if someone has been convicted of an offence and is not convicted again during a specified period, the conviction becomes 'spent'. A spent conviction need not be mentioned on your application form or at interview unless you are applying for a post in one of the following areas: Solicitor, Chartered or Certified Accountant, working with people under the age of 18 or over the age of 65, people suffering from serious illness or mental disorder of any kind, people addicted to alcohol or drugs, people who are blind, deaf or speech impaired and people who are substantially and permanently handicapped by illness, injury or deformity; work relating to leisure or recreational activities for people under the age of 18 if you would have access to people under the age of 18. If the post you are applying for does not come under one of the above categories then you do not need to tell us about any convictions that have become spent. However you must give details of convictions that are not spent.

How long are the rehabilitation periods?

A conviction becomes spent after a certain length of time which depends upon the sentence and your age at the time of conviction. Sentences of two and a half years are never spent. It is the sentence set by the court that counts (even if it is a suspended sentence) not the time actually spent in prison. Specific information will be sent with your application form to inform you whether or not the post you are applying for is covered by the Rehabilitation of Offenders Act.

Any information given will be kept confidential and used only in connection with the application. We may withdraw an offer of employment if you do not give details of previous unspent convictions or spent convictions where appropriate.

Additionally BST requires a declaration of 'spent' convictions for employment involving access to certain categories of vulnerable persons, as allowed for by and defined by the Exemptions Orders associated with the legislation. Further details about which roles this applies to can be found on the application form.

Disclosure and Barring Service (DBS)

You may also be required to apply for an Enhanced disclosure from the Disclosure and Barring Service; this will be confirmed with your offer letter, in these circumstances the offer will be subject to a satisfactory DBS check.