

APPLICATION FORM GUIDANCE NOTES

These guidance notes will assist you in completing your application for employment.

Please be aware that FTS CARE LTD do not accept CV's in relation to an application for employment. Therefore, all sections of the application form must be completed fully and contain all information you wish to submit in support of your application. This ensures our application process is fair to all candidates.

PART 1 – PERSONAL DETAILS

Please provide all of the details asked for including your postcode. Pay particular attention to contact details and bear in mind that calls will be made during office hours so ensure you have provided a suitable contact number. If you are now, have been, or were at birth known by a different name please provide the full details of these names.

PART 2 – PRESENT OR MOST RECENT EMPLOYER

In this section you should provide us details of your most recent employer; including the company name, address, your start date, your current salary details and if applicable your notice period. You should also include a brief outline of your main duties and responsibilities. Please be aware that all details provided here will be verified by way of reference checks.

PART 3 – FULL EMPLOYMENT HISTORY

As FTS CARE LTD work with vulnerable young people it is essential that prospective employees can provide a full checkable work history from leaving secondary school to date with any gaps between employment properly accounted for. Please ensure that any periods of non-employment e.g. full time education, caring etc. are clearly stated and the reason for these gaps are given. FTS CARE LTD will not discriminate against you for periods of non-employment as we understand vital life skills can be learnt during these times.

For reasons of Child Protection, you must give clear reasons for leaving your previous jobs. It is not sufficient to give "new job" as a reason for leaving employment. You must say exactly why you left e.g. more/less hours, salary increase, career progression etc.

PART 4 – SCHOOL EDUCATION

You should list all examination passes gained at school e.g. Highers, Standard Grades.

PART 5 – FURTHER EDUCATION

You should list any qualifications obtained in further education. Please include any qualification for which you are studying now and the date you expect to complete the course. Proof of all qualifications will be required if you are successful for interview.

PART 6 – MEMBERSHIP/REGISTRATION OF PROFESSIONAL BODIES

If you are registered with any relevant professional body such as GTC, SSSC, CIPD please provide your registration details here. You must give your registration number, any conditions affecting your registration and the year your registration expires. FTS CARE LTD checks all relevant professional bodies records to confirm your membership status. You must also detail any professional bodies with which you were previously registered and the reasons for this membership ceasing to be valid.

PART 7 – OTHER INFORMATION

(A) FTS CARE LTD staff members are often required to drive company vehicles. If you have any endorsements they must be stated on this section, note that you will be required to provide both your photo and counterpart license if you are selected for interview.

(B) If you are related to or a close friend of an existing FTS CARE LTD staff member please provide their details here.

(C) Can you please provide details of how you heard about the vacancy? For example Website, Newspaper, Word of Mouth etc.

PART 8 – SUITABILITY TO MEET PERSON SPECIFICATION

Enclosed in your application pack you will find the person specification for the role for which you are applying. In this section you must demonstrate how you meet this personal specification; it is your chance to impress us! Please choose 5 essential and 5 desirable characteristics from the list and tell us how you meet each of the characteristics. Please provide the number of the characteristic that you are relating to.

PART 9 – ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

In this section you have the opportunity to add any information you think will make your application stand out. FTS CARE LTD recognize that life experience is often as valuable as work experience and you should use this opportunity to tell us about any skills or qualities you have used/ acquired and where relevant give examples. It is important to read the attached Job Description before filling this part in.

PART 10 – REFERENCES

Requesting references is a vital part of the recruitment process for FTS CARE LTD. It is standard practice to ask for 2 referees from each applicant, one of these must be your present or most recent employer. If your current position doesn't involve working with young people but you have done in the past you must provide details of the employer with whom you were last employed in work with young people. References will not be accepted from family members or friends who only know you in a personal capacity. We will not accept more than one reference from the same organization.

When providing addresses for references please ensure you provide the full address including postcode. FTS CARE LTD reserves the right to contact any previous employer to provide a reference.

PART 11 – DECLARATION

By signing this you are stating that all information you have given is true and accurate and that you have not omitted any information which might have a bearing on your application. If any of the information you have given is found to be false or inaccurate it could lead to dismissal or withdrawal of an offer of employment.

SELF-DECLARATION FORM

FTS CARE LTD, as an organization working with young 'at risk' vulnerable people, is exempt from the Rehabilitation of Offenders Act 1974 (as amended). This means that all previous convictions must be disclosed on this form regardless as to how long ago the incident happened. This form must be completed for every employee and returned with your application in an envelope marked "Private and Confidential Self-Declaration Form". This will be treated in the strictest confidence and confidentially destroyed if you are not selected for a position.

Your application will not be considered without this form.

Should you have any queries regarding your application please do not hesitate to contact a Kirsty Stuart on 07387831826.