



GUIDANCE NOTES

Dear applicant

The Big Local programme is an exciting opportunity for residents in 150 areas around England to use at least £1m to make a massive and lasting positive difference to their communities. It is about bringing together all the local talent, ambitions, skills and energy from individuals, groups and organisations who want to make their area an even better place to live.

For further information about ChART Big Local please visit our website <http://www.chartbiglocal.org.uk>

ChART Big Local have appointed Lewisham Disability Coalition to act as their Local Trusted Organisation. This includes acting as the employer for staff.

These notes will help you complete the form as effectively as possible, ensuring that your application is treated fairly.

Your application form will be used in deciding whether you will be shortlisted and called for an interview. Please therefore complete the form accurately and include all the information asked for.

If you will have difficulty completing the form because of your particular impairment we will accept applications in other formats.

Equalities monitoring

This form will be detached from the application form upon receipt. We want to ensure that LDC is doing its best to be an equal opportunities employer. However you have the right to say 'prefer not to say' to any of the questions.

We do need to know whether you are disabled and have any requirements at interview so that we can ensure that we accommodate your needs.

Read the person specification and job description

The application pack

Together with the application form and these notes, you should have received a job description and person specification for the post. The person specification sets out the knowledge, experience, skills, abilities, personal qualities, qualifications and additional requirements that you will need to do the job. By assessing the information given on the application form against each of the criteria on the person specification, we decide whom to invite to the next stage of the selection process.

The form itself

Note the closing date and return address

The closing date and return address can be found on the application form. You should note the date by which your form must be returned to us. Late applications will not be accepted, we do accept e-mailed applications. You may find it useful to keep a copy of your form.

References

We will only take up references for the successful candidate and the post is subject to satisfactory references.

Referees must be able to comment on your suitability for the post

We will always take up the employment references from your current or most recent employer. Please provide the employers name and address and the name and address of the person who is authorised to give the reference (not a work colleague). Please also give the name and address of another person willing to act as a referee. This could be another employer or someone best able to write a reference in support of your application. If you have undertaken voluntary work the organisation may be happy to supply a reference.

You should not provide names of friends or relatives.

If you are a school or college leaver, you should give your head teacher's or tutor's name.

Make sure referees know you have given their details

It is always advisable to make sure that your referees know you have given their details and agree to provide a reference before we contact them to obtain the references.

If you are appointed, after the offer of the position, LDC will take up references.

If you are appointed to the post you may be required to apply to the Disclosure and Barring Service for an **Enhanced Disclosure** certificate, this will be facilitated and paid for by LDC.

Confirmation of an offer of appointment is subject to satisfactory references and satisfactory DBS check.

Employment History

Give details of ALL work experience and explain any gaps in employment
Please complete this section, starting with your most recent job or work experience first.

If you have worked abroad, make sure you give the name of your overseas employer.

We reserve the right to approach any of your previous employers to confirm the information you have given and to obtain references before confirming appointment

Education, Training and Qualification

Make sure you have evidence of your qualifications

The person specification will say whether the post requires any particular qualifications, training or educational background. If you are invited for interview, we will need to see evidence of your qualifications.

Remember to give full names and addresses of any schools, colleges, or universities you may have attended, as we may need to write to them.

Skills and Experience

Relate your skills and experience to the person specification and job description

This is your opportunity to tell us why you are suitable for the job.

Read through the job description and person specification thoroughly so that you are familiar with the duties of the post and the skills, abilities etc. required to perform the duties effectively.

You may find it helpful to deal with each point in turn. This will ensure that you will be giving a clear picture of how you meet the requirements of the post. Make sure you relate your skills and experience to each short listing criterion.

If you have been out of work for a long time, or have never been in paid employment, you may have acquired relevant skills and experience from being involved in community or voluntary work or through school or college activities.

Declaration

Remember to sign the declaration

Read through your completed form carefully, checking for errors or omissions. You must read and sign the declaration. If someone has completed the form on your behalf, you must still sign the declaration.

A false declaration or omission in support of your application will disqualify you from appointment and, if you are appointed, this may lead to disciplinary action against you.

Right to Work in the UK

The successful candidate will be asked to provide evidence of their right to work in the UK on appointment.

