



Application for Employment



INVESTORS
IN PEOPLE

GENERAL GUIDANCE NOTES

Thank you for the interest you have shown in Durham Tees Valley Community Rehabilitation Company (DTV CRC).

The information you provide on the application form is the only information that will be used in the short listing process. It is therefore important that the guidance notes are read fully before you complete the application.

If you require the application pack in any other format please contact the People Resources Team via email peopleresources@dtvcrc.co.uk or on telephone number 0808 168 4848.

Brief written feedback will be available on the outcome of your application upon request from the People Resources team.

Copies of the following policies are available for your information on the DTV CRC website (www.dtvcrc.co.uk)

- Recruitment Policy and Procedure
- Equality & Diversity Policy
- Staff Vetting Policy and Procedure
- Employment of Ex Offenders Policy

We welcome applications from individuals who identify themselves as transgendered. We have a designated contact within the People Resources Unit to assist you with the application process. If you require specific assistance please contact the Head of People Resources (or, in their absence, the Director of Resources), who will ensure that requests for previous names (for CRB and other checks) are dealt with entirely confidentially.

Please note we are unable to return copies of completed application forms, therefore please ensure that you keep a copy for your own records.

All appointments are made subject to receipt of satisfactory references, satisfactory completion of the probationary period and completion of a pre employment medical. Depending on the role, the successful applicant may be required to undertake an enhanced Criminal Records Bureau Disclosure.

Please note that due to the nature of the work and contact with participants, applicants for roles based within Operational locations must be aged over 18, however there is no upper age limit for applications.

DTV CRC is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults. DTV CRC expects all colleagues and volunteers to share this commitment.

COMPLETING THE APPLICATION FORM

General guidance	<p>CV's will not be considered as part of the recruitment process, you must complete the application form.</p> <p>If possible please type your application form. If your application is handwritten please ensure that it is completed in black ink and is legible, otherwise it may have to be disregarded.</p> <p>Please ensure that all questions are answered fully with information that is relevant to the role that you are applying for and use continuation sheets if necessary.</p>
Personal details	<p>Please ensure you complete this section fully. If handwritten this should be in block capitals.</p> <p>Please ensure that you provide details of your email address on the application form as the majority of communication from the People Resources Unit will be via email for reasons of speed and economy.</p> <p>Current legislation means that you have to provide documentary evidence showing that you are eligible to work in the United Kingdom. Please ensure that you answer this question. You will be asked to provide evidence if you are invited to interview.</p>

References	You will need to provide the names of two referees. One of whom should be your current or most recent employer. On occasion references may be requested prior to interview, please state on the form if you have any objections and also indicate at what stage we may request the reference.
Education & Qualifications	Please provide details of the qualifications you hold, including those that are ongoing, and the grades/expected grades you obtained. Details of training relevant to the role should be provided, including dates of completion.
Employment	Please give the full name and address of your current or most recent employer. You should give a brief description of the main responsibilities of the role. In the employment history section you should provide details of your previous employment including any voluntary or unpaid posts. You should note any gaps in your employment history with reasons for these.
Reasons for applying	Short listing will involve assessment of the details provided on the application form against the criteria outlined in the Person Specification provided. Only candidates that fulfil the essential criteria will be considered for the vacancy. Please provide details of real examples of how you can demonstrate that you match these requirements. Please also include details of your skills, experience and qualities that you believe make you suitable for the role.
Convictions	DTV CRC is exempt from the Rehabilitation of Offenders Act 1976. All convictions must be disclosed, even if they are 'spent'. A past conviction will not necessarily exclude you from appointment. The Employment of Ex-Offenders Policy, available on the website, gives further details on those offences that will automatically bar you from appointment.
Driving & Mobility	Some posts require the post holder to travel between locations and some roles specify that driving is essential. This does not necessarily mean use of a car. For this reason we ask that you state if you hold a driving licence and to also disclose if you have any endorsements.
Availability	Interview (and assessment where applicable) dates have been specified in the advert. The dates specified in the advert will not normally be rearranged to accommodate an individual unless in exceptional circumstances. You should specify clearly any pre booked leave or holidays on your application. For any successful applicants we will honour any pre-booked leave commitments, but only if specified on the application form.
Diversity Monitoring	DTV CRC recognises that it operates in a diverse society and endeavours to be an equal opportunities employer. The CRC recognises its responsibilities in setting standards of fair treatment. It is committed to ensuring that all job applicants are considered on a fair, unbiased and lawful basis. In order to assist in the monitoring of recruitment it is important that accurate and current information is maintained. Therefore, DTV CRC requests that all applicants and new recruits complete a monitoring form. <u>Why do we need this information?</u> We collect this information in order to comply with the relevant legislation, provide any assistance required to individual candidates and to enable us to monitor the effectiveness of our policies, processes and practices. The record will only be accessible by a limited number of colleagues within the People Resources Team. Prior to shortlisting, the form will be detached from the application form. <u>What if I do not want to provide this information?</u> If you have strong objections to revealing your monitoring information, you may return the questionnaire uncompleted. You will then be recorded as 'non-participant' in the diversity monitoring process and we will not contact you again regarding monitoring information. In order for us to be certain that this is your wish, please sign the form in the box indicated.

Return of Application

Please ensure that your completed application form is submitted by 5pm on the closing date to peopleresources@dtvcrc.co.uk **or** by post to the following address:

People Resources Unit
Durham Tees Valley Community Rehabilitation Company
Wetherby House, Wetherby Close
Portrack Interchange Business park
Stockton on Tees
TS18 2SL

Late applications will not normally be considered.

Queries

Any queries please contact the People Resources Team via email peopleresources@dtvcrc.co.uk or on telephone number 0808 168 4848.