



GUIDANCE NOTES FOR APPLICANTS

Filling in the application form

1. Please complete all parts of the application form. For Equal Opportunities purposes, 1st Place does not accept CVs.
2. It is particularly important that you complete the section 'Statement in support of your Application' as this is one of the key ways in which we will assess whether you have met the shortlisting criteria.
3. Show clearly how your experience, knowledge, skills and abilities are relevant to the requirements of the post by referring to the job description and job specification.
4. Give full details of your duties in your present or most recent job. This may be a voluntary role. Do not miss out experience gained in previous jobs but select the most relevant points. Also include details of any skills or experience gained from voluntary, committee or community work etc.
5. Use extra sheets if necessary, noting your name and the post you have applied for at the top of each sheet.
6. For email applications, we will accept a computer generated signature. If sending your application by post, please check the closing date and ensure you allow adequate time for your application to reach us as we will not accept late applications. 1st Place does not accept applications which have been faxed.
7. We suggest you keep a copy of your completed application.
8. 1st Place does not usually acknowledge receipt of application forms unless specifically requested and an SAE is enclosed.

Please note that if you have not been contacted by the advertised interview date then unfortunately, you have not been successful in your application.

Shortlisting

When shortlisting, we will be looking for evidence that you have the knowledge, experience, skills and abilities to do the job as detailed in the job description and person specification. These provide the essential criteria against which your application will be assessed.

The shortlisting panel will not have details of your name and address unless you are selected for interview. Any declared criminal record will not be revealed to the chair of the interview panel until after the interviews have been completed and an offer of employment is to be made.

Disabled candidates

1st Place welcomes applications from disabled candidates. Please address any reasonable adjustments we may need to make for you as a disabled person under the section marked 'General experience and further information' of the application form. There is also a section towards the end of the application form where you can note any special requirements you may need to assist you with interview.

Equal Opportunities Monitoring

This is addressed in a separate statement and monitoring form that is included in this application pack. Please return the form with your application form but in a **separate, sealed envelope**. An envelope is provided if you have requested a hard copy of the application form. Applicants who download the form from the website will need to provide their own envelope.

Work/Life Balance

1st Place recognises that at all stages of their working lives, people perform most effectively when their professional and personal lives are in harmony. The organisation is committed to policies and working practices that enable its employees to strike a mutually beneficial balance between the needs of the organisation, its service users and other stakeholders, and the commitments of home and family life. However, where these conflict, 1st Place reserves the right to give its business needs priority.

Criminal Record Declaration and the Criminal Records Bureau & Central Registered Body in Scotland Disclosure Service

1st Place is an organisation that provides services for children and their families. You will appreciate therefore that 1st Place must be particularly careful to enquire into the character and background of applicants for appointments to posts that (a) involve contact with children or supervise those who have contact with children, (b) who are in positions of trust and influence and (c) who, by virtue of the authority and information is available on the Application Form and accompanying document entitled 'CRB/CRBS' - Guidelines for Job Applicants'.

We aim to make the application process as straightforward as possible. If you have any further questions regarding your application, the Disclosure and/or referencing processes, or require any further general guidance or information about 1st Place please contact a member of staff or our HR & Admin Manager on 020 7740 8070 or email Nicola.Howard@1stplace.uk.com.