



# The John Townsend Trust

Royal School for Deaf Children Margate  
Westgate College for Deaf People  
Community Living Services  
Monkshill Farm



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## GUIDANCE NOTES FOR APPLICANTS

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**If you require any help filling out the application form or require alternative format (e.g., large print) please contact the Human Resources Department.**

**Thank you for requesting this recruitment pack. The following notes are intended to assist you in making your application. Please read them through before you start.**

### Overview

The application process consists of an application form which relates to your personal details, your education and skills. An equal opportunity form is also included for completion however this does not affect selection and is for monitoring purposes only. Please ensure you complete both forms, writing legibly and in black ink. Please ensure you return the forms and any attachments to us. Your CV will only be accepted in addition to the application form. The information you provide will remain confidential and will be handled in accordance with the Data Protection Act 1998 and Safer Recruitment procedures.

The John Townsend Trust is committed to equal opportunities and collects sensitive data for monitoring purposes only.

If you have a disability please do not be afraid to tell us in order for us to make reasonable adjustments to the interview process. A health form will be sent to you if you are made a conditional offer of employment after the interview process.

You will not receive any further contact from us after you submit your application unless you are selected for interview.

The John Townsend Trust is committed to safeguarding our pupils, students and residents. Due to the nature of the work, the post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be asked to fill out a criminal record check from the Criminal Records Bureau (CRB) before the appointment is confirmed. These disclosures will be treated confidentially and sensitively. The Trust adheres to the CRB Code of Practice, which is available from the Human Resources Department. As the majority of the roles come into close daily contact with the pupils/learners, an Enhanced CRB disclosure will be applied for.

## COMPLETING THE APPLICATION FORM

- **Personal Details:**

Please clearly note your name, address, contact numbers, email address and National Insurance number.

- **Post Applied For:**

The John Townsend Trust has a genuine occupational requirement (GOR) which permits us to discriminate against applicants for Residential Support Worker positions if they are 21 or under because of the nature of work with our children and young people. This may not exclude you from being shortlisted as the selection panel will consider your age, qualifications, skills and experience against the young people you may be working with.

- **Current Employment:**

Please give details of your current or most recent employer. If you have never been employed, please leave it blank.

- **Employment History:**

Please give details of all your employment history, starting with the most recent and working backwards. Include part-time work, work experience and voluntary work. If necessary, please continue on an additional sheet of paper and secure it to the application form. If there are any gaps in your employment please explain these (e.g. unemployed, gap year).

- **Secondary and Further/Higher Education:**

Please give details of your education and all formal qualifications gained, stating level and grade. If you cannot remember all of your grades put pass, fail or did not complete. If appointed, we will require copies of your certificates.

- **Membership of Professional Bodies:**

Please give details of any professional bodies you belong to.

- **Continuous Professional Development:**

Please give details of any training you have undertaken or are currently undergoing from both external and internal sources. If necessary, please continue on an additional sheet of paper and secure it to the application form.

- **Supplementary information:**

This is your chance to provide us with relevant information about you and you might find it helpful to refer back to the job description. Please explain what you feel your strengths are, how your skills, knowledge and abilities meet the job requirements and describe any recent major achievements. If necessary, please continue on an additional sheet of paper and secure it to the application form.

Please give us details of your immediate career plans and things you like to do in your personal time.

We need to know if you are related to any member of our governing body, staff, pupils, students or residents. This will not affect your application but we may need to take it into account when appointing you.

- **Disclosure of Criminal Convictions:**

The disclosure of a criminal record will not debar you from appointment unless the selection panel consider the conviction renders you unsuitable. In making this decision the panel will consider the nature of the offence, how long ago it occurred, the age you were when it was committed and any other factors that may be relevant. Failure to declare a conviction may disqualify you from appointment, or result in summary dismissal if the discrepancy later comes to light.

- **Eligibility to work in the UK:**

We require evidence of your right to work in the UK before a formal job offer can be made and you will need to provide relevant documentation if you are invited to interview to confirm this.

- **Current Remuneration:**

It would help us to know your current salary and the notice period you are required to give your employer, or the date you would be able to commence employment.

- **References:**

Any offer of employment is subject to the receipt of satisfactory telephone and written references. One of the references must be your current or last employer, or if you have recently left education the establishment you attended. If possible please check the individuals named are willing to act as referees. You must not use close friends or relatives.

## **Interview**

- **Emergency Contact:**

Please provide us with an emergency contact. This is precaution only and the person will only be contacted in the event that you are selected for interview and that there is then an incident whilst on our premises.

- **Two Ticks Disability Scheme:**

The Trust is positive about employing and retaining disabled people and as such has made some specific commitments regarding the employment of disabled people. As part of this scheme a disabled person is guaranteed an interview if they meet the minimum conditions for the job vacancy and wish to disclose this in advance. Please complete this section if you wish to, however this is your choice, you do not need to disclose your disability at application stage if you do not wish to.

If you have any questions, please contact the Human Resources Department on **01843 222429**.