

## Guidance Notes

Please read the guidance notes below in full before completing the application form.

### Introduction

Please be advised that the application form is of utmost importance in the selection process as it is the only document, we use to make decision about those shortlisted for interview. It is very important that you take time to read the questions and complete the form accurately and completely.

Please read the person specification, job description, advertisement, and any supporting information carefully and describe how your skills, knowledge, experience, personal qualities and qualifications matches the duties of the post as fully as possible.

The person specification outlines the essential requirements all applicants must meet in order to be shortlisted for interview and subsequent appointment. It is therefore of utmost importance that you address all the essential and desirable criteria specified in the person specification. Please ensure you provide evidence based on your paid and or voluntary work or activities.

It is important to note that all candidates are required to complete the OAKonsult Disabilities Outreach application form in full as CVs are not accepted. Please complete all sections of the form clearly by type writing your responses as the form is fully fillable.

If you have any problems completing your application form, please e-mail [info@oakonsult.org](mailto:info@oakonsult.org) or call: 07984 489535 and we will be happy to assist. We can also plan to meet any reasonable adjustments you may have upon request with regard to completing the form and/or attending interview.

### Education

Beginning with your secondary school/age 11 onwards, please provide dates of time spent studying, the names of all educational establishments where you have studied and list all the examinations taken along with the qualifications or certificates obtained. Overseas degrees, diplomas and other qualifications, which are comparable with UK qualifications are acceptable as equivalents.

### Training

Please list details of any training courses and workshops you have attended that have relevance to the post you are applying for.

## **Employment History**

Please provide details of your employment history starting with your last, current, or most recent employer. Please include details of any voluntary work and explain any gaps in your employment history. Please ensure that you include all relevant experience that you have gained. This may include part-time work, voluntary and holiday work.

## **Personal Statement**

Please use this section to provide details and explanation how you meet the requirements set out in the person specification. If you believe you have the necessary experience, skills, qualities, knowledge and qualifications, make sure you tell us here. Please note that your experience may have been gained through paid or voluntary work, home or community activities etc.

## **References**

Please provide details of two people who can act as referees for you. The referees should usually be your present, last or most recent employer. If this is not possible, for example because you have recently left full-time education or have been unemployed for some time, you should consider providing the details of someone else who can comment on your suitability for the job but who is not a family member or friend. References will be taken up before an offer of employment is made.

## **Confidential Information**

Please use this section to provide personal information relating to for instance if you have a disability. Please tell us if there are any reasonable adjustments, we need to consider making to assist you in your application or in the recruitment process.

## **Protection of Vulnerable Adults Scheme – Care Standards Act**

OAKonsult has a commitment to safeguarding and protecting children, young people and vulnerable adults. All applicants who are offered employment in applicable posts will be subjected to an Enhanced DBS check from the Disclosure & Barring Service before the appointment is confirmed. Please provide response here as to if you have ever knowingly been the subject of any investigation or enquiry into an allegation of possible abuse of a child or vulnerable adults.

## **Eligibility to work in the UK**

Please use this section to provide information about your eligibility to live and work in the United Kingdom and specify if visa/ work permit is applicable as well as the type of visa you have and when this is due to expire.

### **Rehabilitation of Offenders**

Applicants applying for roles eligible for a DBS check must provide details of any unspent convictions, cautions, reprimands or warnings received. Please provide details of such convictions here.

### **Working Time Regulations**

Please provide details of other employment you will continue to have if you are successful in this application.

### **Your Details**

Please provide your full details in this section including your Date of Birth, Nationality, Full address with postcode, telephone numbers and e-mail address we can use in easily contacting you. Please also indicate if you are related to any employee or volunteer of OAKonsult and nature of relationship.

### **Declaration**

You must sign and date this form in order for your application to be considered. Please note that typing out your name is acceptable form of signature in any font of your choice.

**We look forward to receiving your completed application.  
Please contact us if you have any further queries or clarifications by emailing [info@oakonsult.org](mailto:info@oakonsult.org) or by calling 07984 489535.**

**Good Luck!**