



Guidance Notes for Job Applicants

Introduction

Thank you for applying for the vacancy at Arfon Dwyfor Training Ltd.

Please find attached an application form which you should complete and return to us as soon as possible and no later than the closing date as stated on the advertisement and application form.

If you are applying for a part-time position, please state your preferred working hours.

With the **application form** you will also find a copy of the Company's **policy statement on the recruitment of ex-offenders, a job description and person specification for the post and a brief back ground to Arfon Dwyfor Training Ltd.**

Please, remember it is essential to complete all sections of the application form. You are advised to read through each section carefully and heed the instructions. Perhaps you would wish to do a rough draft first.

Your application may be handwritten, typed or word processed if you prefer, but please complete it in **black ink** as it may be photocopied.

It is important to remember that you need to apply to the post. You should look to demonstrate clearly how you meet all the criteria for the post. It is therefore important that you carefully read the job description and person specification, especially the essential requirements.

Employment History

When completing Sections 3, 4, 5 and 6 please make sure that you detail the entire periods of employment since leaving full-time education and explain any gaps in employment. You may attach an additional sheet if required. Please include headings to give a clear indication of the section the additional information relates to.

Education and Qualifications

When completing Sections 7, 8, 9, 10 and 11 please give detail of formal qualifications and education from age 11. If you cannot remember all your grades put pass, fail, referred or unfinished. Remember to give details of in-house courses or non-certificated courses you may have attended where these are particularly relevant to your application. If there is not enough room in the spaces provided continue on another sheet of paper, but include headings to give a clear indication of the section the additional information relates to. **If you are successful you will be required to produce original certificates of all relevant qualifications.**

References

You will need two references, one from your current or most recent employer and the other from the next previous employer. If you have only worked for one previous employer the second may be a character reference. If you have not been employed before, one of your references must be from your Head Teacher, College Principle or an appropriate senior teacher or lecturer instead. If your current/most recent employer does/did not involve work with children/vulnerable adults, your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend or work colleague. You should therefore nominate senior persons from your present/most recent employment who know you and are able to comment on your suitability for the job. **We normally prefer to take up**



references prior to interview unless you tell us otherwise, but in any case referees will be contacted immediately after an offer of employment is made.

Asylum and Immigration Act 1996

Please note that under EU Law we are unable to consider applicants who would require a Work Permit.

Criminal Convictions

Due to the nature of the work at ADT Ltd, all staff are required to complete an Enhanced Disclosure of Criminal Records via the Criminal Records Bureau (CRB).

From 26th July 2010 all applicants applying for a **regulated activity** post with ADT Ltd **must** be registered with the Independent Safeguarding Authority (ISA). From 1st January 2014, all applicants applying for a **controlled activity** post with ADT Ltd **must** be registered with ISA. **From 1st November 2010 it will be a criminal offence to work in a regulated activity role without being ISA-registered.** Further information is available on www.isa.gov.org.uk/PDF/VBS-Guidance.pdf

Any offer of employment will be conditional upon the Company receiving a CRB Disclosure which is to its satisfaction and confirmation of ISA-registered as appropriate to the post. It is therefore essential that you fully and accurately complete this section to enable us to check any police record you may have. This is a legal requirement. However, it is important to reiterate that having a criminal conviction may not automatically prevent a candidate from receiving an offer of employment. Any information disclosed will be handled in accordance with the CRB Code of Practice available on www.crb.gov.uk.

Disability

It is important that you provide details of any special provisions, adjustments or facilities you may require to attend interview or to carry out the job role, so that we can be properly prepared and provide the requirements you need. It is the Company's policy to give disabled applicants a full and fair consideration. If you require this application form in a different format please contact the Administration Manager.

Assessment and Interview

Following the closing date, short listed candidates will be contacted in writing and advised of the assessment and interview process.

The selection process includes a formal panel interview together with appropriate assessments/tests relevant to the role to help identify candidates' strengths, attributes and competencies and which assist the selection panel in reaching an objective decision.

Any weaknesses identified by test results may not necessarily preclude a candidate from being offered a post. The process may, however, indicate areas where a potential employee might benefit from additional support which may be available through staff development.

It is recognised that these tests/presentations may cause anxieties for those being tested, particularly if you feel you have special needs which may disadvantage you unduly. For example difficulty in hearing, dyslexia or an inability to write at normal speed. If you feel you may have difficulty completing these tests, please let us know before the interview day so that we can arrange for the tests to be adapted as appropriate.

In circumstances where it's difficult to decide between a small number of applicants, candidates may be required to attend a second interview and/or undertake further tests.



Other Information

Failure to provide correct information can invalidate any Contract of Employment which may be offered. Any information given will be completely confidential and will be considered only in relation to applications for positions within this Company.

Acknowledgement

The Company does not acknowledge receipt of applications, but will return a stamped, self-addressed envelope if you enclose one with your application. If you have not heard from us within 6 weeks, please assume you have been unsuccessful on this occasion.

If you are not successful, please do not be discouraged from re-applying. Next time you may have just the skills, experience and attributes the Company is looking for.

Feedback

Following the interview/assessment process, all candidates will be given the opportunity to receive constructive feedback.

Please return the Application Form to:

The Administration Manager
Arfon Dwyfor Training Ltd
Maesincla
Caernarfon
Gwynedd
LL55 1RS

Tel: 01286 677275
Fax: 01286 677250