

**Guidance notes for applicants**

Red Book 3A

£22,610 pa inclusive of allowances

Plus Local Government Pension Scheme

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| **Please read these notes before you complete the application form** |

1. Nexus aims to implement fair and effective employment policies to ensure that the best people are employed and retained by Nexus.

1. Nexus is an Equal Opportunities employer. Nexus will ensure as far as possible that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, politics, age, marital status, disability or any other factor irrelevant to the job.
2. If you have a disability and wish to enquire about the requirements of the job in relation to your disability or notify any reasonable special arrangements required to assist you in attending and undertaking the interview, please contact the H.R. Section. If you would like the job description and other details of the post produced in another medium, such as large print or braille, please let us know and we will do our best to assist. In order to meet our obligations under the Equality Act 2010 we will discuss at interview any special needs you may have and the reasonable adjustments which may be necessary in order to help you to do the job you have applied for.

4. The application form has two parts. The first part is a form entitled ‘Personal Details and Equal Opportunities Monitoring Form’ which provides personal information required by the Human Resources Department to contact candidates selected for interview. This first part will not be seen by those who shortlist and will only be made available to the manager on the interview panel for contact purposes. It is also used for completion of the confidential personal record of the successful candidate and the monitoring of Equal Opportunities in recruitment. It is therefore essential that this form is completed.

5. The second part is the main Application Form which is used for shortlisting and interview purposes.

When completing the Application Form please remember:

* By returning the form to Nexus you are confirming that all information given is accurate and correct to the best of your knowledge and belief.
* Nexus may check any of the details provided by you.
* Deliberately giving false or incomplete answers could disqualify you from consideration or, in the event of your appointment, make you liable to dismissal without notice.
* Canvassing employees of Nexus, directly or indirectly in conjunction with this application, will disqualify a candidate.
* You must be eligible to work in the United Kingdom. If you are not eligible and need a work permit to work in the UK, you must tell Nexus once an offer of employment has been made. If you are the successful person you may not start work until you obtain a valid work permit.

6. Some posts may involve access to children and or vulnerable adults and these will be subject to checks with the Disclosure and Barring Service (DBS). The job advert and supporting documentation will confirm if checks are to be made and you should refer to ‘Guidance Notes for Applicants – Rehabilitation of Offenders Act 1974’ for further details.

7. The Application Form must be completed in full. A Curriculum Vitae **WILL NOT** be accepted as part, or instead of your application.

8. It is important that you use the space provided to explain how your skills, abilities, experience and qualifications compare with what we are looking for in the job. Please read the Job Description, the Job Advertisement and any other information supplied carefully and we recommend preparing draft statements before filling in the form. If you are unsure as to how to complete the forms for any reason, please contact the H.R. Section for guidance.

9. Please complete the Application Form as accurately as possible. Make sure you check the dates and details of Education, Training and Qualifications, as well as employment details and previous appointments.

10. Give examples and evidence to show why you think you have the right qualities for the job. Don’t just say, “I have experience in.....” Give details of what you did and how you did it.

Use positive statements about what you did. You must support what you say with examples of what you have done. Not all of your skills and experience may match but may be transferable to the duties of the job. Explain how you think your skills may be relevant as fully as possible. You should consider any relevant skills or experience gained outside full-time work, for example, you may have considerable responsibilities at home, or organise activities socially, at work or within the community.

11. Nexus will not normally acknowledge receipt of your application unless you specifically request us to do so. Following submission of the application form, if you do not hear from Nexus within 4 weeks of the closing date you have not been shortlisted for interview.

12. The procedure, after the closing date for application has passed will normally be carried out in accordance with the following procedure:

* The H.R. Section will check forms and remove the Equal Opportunities in Employment Monitoring Form from the Application for Employment Form and send it to the appropriate manager.
* Shortlisting will be carried out by a minimum of two interview panel members including a representative of the H.R. Section. Shortlisting is based solely on information given in the Application for Employment Form.
* Shortlisted candidates will be invited for interview and advised in writing of details of date, time, location etc.
* Shortlisted candidates may be required to bring original copies of Examination Certificates, Training Certificates and/or personal references to interview.
* Employment References for the potential successful applicant will only be sought if permission is given in Section 5 ‘Referees’ of the Application for Employment Form.

1. If you feel you have been unlawfully discriminated against, please write to the address below within 2 months of the action giving rise to the complaint. Every complaint will be investigated and you will be advised of the outcome.

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| **This form must be with the application form** |



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| Position applied for | | | |  | | | | | | | | | | | | | | | | | | | | | | Ref No | |  | | |
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| **Personal details** | | | | |  | |  | |  |  | | | | | | | | | | | | | | | | |  | | | |
| Title |  | | Last name | | | |  | | | | | | | | | | | | | First names | | | | |  | | | | | |
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| Gender | | | Male | **☐** | | |  | | | | | | | Female | | | | | **☐** | | | | | | | | | | | |
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| Date of Birth | | |  | | | | | | | |  | | Age | | | |  | | | | | | |  | | | | | | |
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| Permanent address | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | Postcode | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Home phone number | | | | | | | | | | | | | | | | Work phone number | | | | | | | | | | |  | | | |
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| Mobile | | | | | | | | | | | | | | | | National Insurance number | | | | | | | | | | |  | | | |
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| E-mail address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **I would describe my ethnic origin as:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mixed white & black  Caribbean | | | | | | **☐** | | | | | | Pakistani | | | | | | | | | **☐** | | | | | | Any other black background | | | **☐** |
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| Mixed white & black African | | | | | | **☐** | | | | | | Bangladeshi | | | | | | | | | **☐** | | | | | | Chinese | | | **☐** |
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| Mixed white & Asian | | | | | | **☐** | | | | | | Any other Asian  background | | | | | | | | | **☐** | | | | | | White British | | | **☐** |
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| Any other mixed  background | | | | | | **☐** | | | | | | Caribbean | | | | | | | | | **☐** | | | | | | White Irish | | | **☐** |
|  | | | | | |  | | | | | |  | | | | | | | | |  | | | | | |  | | |  |
| Indian | | | | | | **☐** | | | | | | African | | | | | | | | | **☐** | | | | | | White Other | | | **☐** |
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| Other (please specify) | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |

**Personal Details and Equal Opportunities monitoring form**

**Please read these notes before you complete the application form**

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| The Equality Act 2010 defines disability as a physical or mental impairment that has a substantial and and long-term negative effect on your ability to do normal daily activities. | | | | | |
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| Based on the above, do you consider yourself to have a disability? | | **Yes** | **☐** | **No** | **☐** |
|  | | | | | |
| If YES, please state what the disability is: | | | | | |
| Nexus is committed to and recognised as a Disability Confident employer and provides a fully inclusive and accessible recruitment process. We will ensure reasonable adjustments are in place to accommodate an interview process as requested by any disabled applicant. | | | | | |
|  | | | | | |
| How did you become aware of this vacancy? |  | | | | |

1. Nexus values the diversity that exists in our area and our aspiration is to reflect this diversity in our workforce. Nexus will ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origins, religion, politics, age, marital status, disability or any other factor irrelevant to the job. Nexus will not tolerate any form of harassment, bullying or intimidation.
2. **How we use this application form**

Our application form has been designed to promote equality of opportunity. This section will be detached from the rest of the application form and will be used to monitor the effectiveness of the Nexus’ equal opportunity policy.



### Application form

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| **Please note that CV’s will not be accepted as part of this application** |

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| **Section 1 General information** | | | |
| Position applied for |  | Ref. No. |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Section 2 Education, training and qualifications Please give details of all educational qualifications you have obtained from school, college, University, etc. **Please start with most recent.** If there is insufficient space to enter all qualifications please continue at the end of the form in “Section 2 – continued” | | | | | | |
| From/to | Name of establishment | | | Qualification | | Grade |
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| Do you hold a current full driving licence? | | | **Yes**   **☐** | | **No ☐** | |  |  |
| Do you have any endorsements? | | | **Yes**   **☐** | | **No ☐** | |
| If **Yes**, please give details | |  | | | | |

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| Section 3 Present employment details Current job (if now unemployed give details of last employer) | | | | |
| Job title |  | | | |
| Employer’s name |  | | | |
| From |  | | To |  |
| Notice required |  | | | |
| If unemployed,  reason for leaving |  | | | |
| Brief description of duties | | | | |
| Current or last salary | |  | | |

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| Previous appointments - most recent employer first. | | | | |
| Job title |  | | | | |
| From |  | | To |  | |
| Employer’s name | |  | | | |
| Main responsibilities | |  | | | |
| Reason for leaving | |  | | | |
|  | | | | | |
| Job title |  | | | | |
| From |  | | To |  | |
| Employer’s name | |  | | | |
| Main responsibilities | |  | | | |
| Reason for leaving | |  | | | |
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| Job title |  | | | | |
| From |  | | To |  | |
| Employer’s name | |  | | | |
| Main responsibilities | |  | | | |
| Reason for leaving | |  | | | |
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| Job title |  | | | | |
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| Employer’s name | |  | | | |
| Main responsibilities | |  | | | |
| Reason for leaving | |  | | | |

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| Job title |  | | | |
| From |  | | To |  |
| Employer’s name | |  | | |
| Main responsibilities | |  | | |
| Reason for leaving | |  | | |
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| Job title |  | | | |
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| Employer’s name | |  | | |
| Main responsibilities | |  | | |
| Reason for leaving | |  | | |
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| Job title |  | | | |
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| Employer’s name | |  | | |
| Main responsibilities | |  | | |
| Reason for leaving | |  | | |
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| Job title |  | | | |
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| Employer’s name | |  | | |
| Main responsibilities | |  | | |
| Reason for leaving | |  | | |

**Please use additional sheets as necessary**

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| Section 4 Experience and Achievements Please give details of any experience, achievements and any other information in support of your application for this vacancy. Against the criteria in the person specification we would expect to see a detailed explanation of a relevant example showing **what you achieved; the part you played; the extent to which the skill was demonstrated; or the qualification gained**. |

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**Please use additional sheets as necessary**

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| Section 5 Referees Please give the names and addresses of two referees, preferably your two most recent employers.  If you are in or have just completed full-time education, one reference should be from your school  or College. References from relatives will not normally be acceptable. | | | | |
| **Reference 1** | |  |  | **Reference 2** |
| Name |  | |  |  |
| Job Title |  | |  |  |
| Address |  | |  |  |
| Telephone  number |  | |  |  |
| References will not be requested until an offer of employment has been made.  Please tick the box to confirm that you give your permission for Nexus to contact your referees.  **☐** I give permission for Nexus to contact the referees listed above. | | | | |

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| SECTION 6 Criminal Convictions(Your post may require a DBS check, this will be confirmed in the enclosed letter, if applicable) | | | | | |
| Have you any criminal convictions not regarded as spent under the Rehabilitation of Offenders Act 1974? | | | | | |
| **Yes** **☐** |  | **No**  **☐** |  | |  |
| If YES, please briefly describe the offence(s). | | | |  | |
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The information I have provided is correct to the best of my knowledge and belief. I understand that deliberately giving false or incomplete answers would disqualify me from consideration or, in the event of my appointment, make me liable to dismissal without notice.

NB: Canvassing of employees of Nexus directly or indirectly in conjunction with this

application for employment will disqualify a candidate.

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| --- | --- | --- | --- |
| Signed |  | Date |  |

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| This Application Form should be returned to: [recruitment@nexus.org.uk](mailto:recruitment@nexus.org.uk) or alternatively by post to  Human Resources Department, Nexus House, St James Boulevard Newcastle upon Tyne, NE1 4AX. |

**Guidance notes for applicants**

**Rehabilitation of Offenders Act 1974**

This information has been provided to offer guidance when completing Section 6 of the application form ‘Criminal Convictions’. You should read this information fully before completing the section.

Nexus has made a commitment not to discriminate against ex-offenders and if you have to disclose any previous convictions this will not automatically exclude you from the selection process.

Former convictions will only be considered and taken into account where relevant to the role.

**What is a ‘Spent’ Conviction?**

The Rehabilitation of Offenders Act 1974 states that if someone has not been convicted again during a specified rehabilitation period, their conviction is deemed to be ‘spent’. A spent conviction need not be disclosed on your application form. If, however, your conviction has not been spent, you must disclose it on your application form.

**How long are Rehabilitation Periods?**

A conviction becomes spent after a certain length of time and this changes with both the sentence and your age at the time of your conviction. Below are some examples:

|  |  |
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| **Sentence** | **Period of good conduct needed for a conviction to become spent.** |
| \* 6 months to 2.5 years imprisonment  or Youth Custody Sentence | 10 years |
| \* Less than 6 months imprisonment  or Youth Custody Sentence | 7 years |
| \* A Final Community Service Order | 5 years |
| An Absolute Discharge | 6 months |
| Dismissal from HM Forces | 7 years |
| Borstal | 7 years |
| Probation Order, Conditional Discharge or Bound Over | 1 year, or until the Order expires (whichever is longest) |
| A Fine | 5 Years |

\* The Rehabilitation periods are halved if the offender was under 17 at the time the offence was committed.

If you have previous convictions for which the specified rehabilitation period is not yet expired **you must** declare these convictions on your application form. Sentences exceeding 2.5 years

(30 months) are **NEVER** spent. It is the sentence imposed by the Court that counts (even if it is a suspended sentence), not the actual time in prison.

Any information given will be treated as strictly confidential and used only in connection with the application.

**Disclosure and Barring Service**

Posts that have been identified as involving access to children and or vulnerable adults will be subject to rigorous checks which will include obtaining either a Standard Disclosure from the DBS. Applicants will be notified if their post requires a check to be undertaken.

Checks will be carried out upon appointment.

**Where can I get further advice?**

If you are unsure whether you have to declare a previous conviction you should contact; your local Probation Office, the Citizens Advice Bureau, your Solicitor or consult the Ministry of Justice Publication at [www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) ‘New Guidance on the Rehabilitation of Offenders Act 1974’.

Further information about the DBS can be obtained from [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)