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**Guidance Notes for Job Applicants**

**INTRODUCTION**

Thank you for your interest in this position with Carers Northumberland (CN). This document is designed to give you important information about CN and guidance to help you complete your application.

**CARERS NORTHUMBERLAND**

Carers Northumberland is a registered charity and a company limited by guarantee. The document, Carers Northumberland – About us, which you will have received as part of the application pack gives you the background to Carers Northumberland and what kind of work we do, please take the time to read this thoroughly. Carers Northumberland is not a care agency and does not employ care workers or care assistants to help people in their home. Carers Northumberland support unpaid family or friend carers and do so for any carer who meets this definition regardless of their background or that of the person they regularly provide support to. Caring for someone on a regular basis can be stressful and we often have contact with carers who are upset, angry or distressed, please take this into consideration when applying.

**COMPLETING THE APPLICATION FORM**

The only information we use to decide whether to shortlist an applicant for interview is the information provided in your application form, therefore it is important that you take the time to complete the form as thoroughly as possible before submission. CN will only accept this application form. Please do not send accompanying CV’s or cut and paste information from other documents into the application form, CV’s or incorrectly completed applications will not be considered.

**Job description and person specification**

All our vacancies have an accompanying job description and person specification. The job description outlines the main duties of the post, and the person specification describes the knowledge, experience and skills required for the job. If, after reading the job description, you are interested in the job, then consider whether you have the relevant knowledge, experience, and skills, as detailed in the person specification. Some of the attributes listed in the person specification are considered essential to the role, whilst some are desirable. Please consider this when applying as being able to demonstrate on the application form that you meet the essential criteria will form a major part of the shortlisting process.

**Employment history**

Please make sure that you include details of your current or most recent job, even if you feel that the job is not relevant to this application. You should explain the main duties of your role, including things that you are or were responsible for, but do not go into too much detail as there will be an opportunity to expand on the skills and relevant experience later in the application form.

When completing this section, it is important that you include any relevant, voluntary, paid, or part-time work you have had. If you have not been in paid employment or have not worked for a long time, then please add any relevant experience you may have gained elsewhere e.g., as a trustee, volunteer, or a coaching role.

Please also provide details of your past employment, starting with the most recent job and explain any periods of time not spent in further education or employment.

**Education, training qualifications and memberships**

The person specification sets out any specific qualifications or level of qualification required for the job and these should be listed in this section. You can also include any other qualifications or training courses that you have attended that you feel are relevant to the job. Please provide any membership details of any professional organisations in this section. You will be required to provide proof of any qualifications if you are invited to interview.

**Most relevant experience and reasons for applying**

This section is **very important** and is where you can demonstrate how your knowledge, experience and skills match the responsibilities and duties and the selection criteria in the person specification. You should consider the knowledge, skills and experience required to do the job and show how you possess these by giving specific examples from your own experience. Explain clearly and concisely how you meet the requirements; you can continue on a separate sheet if necessary but to a maximum of 2 sides of A4 only.

**References**

All appointments are subject to satisfactory references which we will request if you are offered the post. Your two referees should be your present or most recent employer and one other. You should give details of the person (s) most able to confirm your suitability for the post. If you have not worked in paid employment, you may provide the name and address of anyone who knows you well and who will be able to confirm the information you have provided and comment on your suitability for the job.

**DBS checks**

Most posts within CN will be subject to an Enhanced Disclosure and Barring check and in some cases checks will include the adult and/or child barred list. CN obtain the disclosure using GBG Online Disclosures which is authorised by the Disclosure and Barring Service (DBS) to carry out these checks. The DBS will check the background of job applicants to make sure they do not have a history what would make them unsuitable for certain posts. CN works within the Codes of Practice for DBS checks and there is no charge to the applicant for this process.

**Declarations**

Once you have completed your application ensure that you read it through to check for errors and omissions. When you are satisfied it is correct then sign the declaration and date it to confirm this. Electronic signatures are accepted.

**Equality and diversity monitoring**

CN are committed to a policy of equality, diversity and inclusion to ensure that all applicants are treated fairly. Please complete the equal opportunities monitoring section to help us monitor our recruitment process. All information given in this section is confidential and is used only for statistical monitoring purposes and not is not available to the shortlisting panel.

If you are invited to interview we will use the information you have given us to ensure your access requirements are met.

**Interviews**

The proposed date(s) of the interviews for the post are on the advert. Our ability to make changes to this date are limited due to the availability of the interview panel, however, if you are selected for interview and cannot attend on the proposed date please let us know as soon as possible and we may be able to make arrangements to interview you.