

APPLICATION FORM GUIDELINES

Please return your completed Application form via email to
recruitment@stgeorgesbristol.co.uk

Or by post to: Human Resources, St George's Bristol, Great George Street, Bristol, BS1
5RR

Guidelines on the application form

Thank you for your interest in applying for a role with St George's Bristol. We've put the following notes together to help you understand how our processes work and how to fill in your application form as effectively as possible. You are advised to read them before you start.

All relevant information should be provided on the application form, although you may attach additional sheets if there is insufficient space on the relevant sections of the form. **CVs will not be accepted unless stated or requested.** The best format to send us your application form in is PDF.

Equal Opportunities Monitoring

St George's Bristol is an equal opportunities employer and welcomes applications from groups currently under-represented in the workforce. This information will not be used when short-listing, it will be kept separate from your application, and all information will be treated in the strictest confidence.

Diversity monitoring is important as it helps us understand whether we are reaching all groups of the community through our recruitment advertising, and ensures that we are meeting the aims of the Equality Act. It is essential that we fulfil our commitment to diversity and that we monitor the effectiveness of our policy, to help us do this we appreciate your time in **completing our Equal Opportunities Monitoring form in this link** (<https://www.surveymonkey.com/r/W69XTSC>) **and letting us know where you saw the role advertised.**

Reasonable Adjustments at interview

St George's is also committed to making reasonable adjustments to make interviews and jobs more accessible. If you are invited to interview you will be asked to let us know if you have any particular requirements in relation to the interview.

Understanding the role

Please read the job description carefully before making your application. This document contains background information on St George's Bristol and the relevant team that the role is part of. The "Key Responsibilities" section in the job description describes the day to day tasks, duties and accountabilities in more detail. The "Person Specification" section in the job description describes the competencies, knowledge, skills and experience you will require to fulfil the role. Please pay attention to any special working conditions detailed, such as shift-work or late-night working.

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The Application Form

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to interview.

All applications, from both internal and external candidates, are considered against the criteria contained in the employee specification. Applicants must meet at least all the essential criteria contained in the employee specification to be considered for interview for the job in question.

If there are a large number of applicants, the desirable and advantageous criteria will also be considered, so it's extremely important that you indicate how you meet all the essential criteria and as many of the other criteria as possible so we have a full picture of your skills, experience and abilities.

If you need to continue on a separate sheet for any of the sections please do so, making sure that the additional information for each section is clearly headed, e.g. "Training". Please clearly label these extra sheets with your name and the role you are applying for. Please explain any gaps in your employment history.

Please send the completed application form to the address shown on it and NOT to any other address supplied with the job details or in the advert.

Convictions and Disclosure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences as they are deemed to be "spent". However, for some jobs employers are allowed to ask about these offences. Certain jobs, such as those working with children or vulnerable adults, will require a check on previous convictions [including those deemed to be spent], plus details of any cautions, reprimands or warnings. Where disclosure is appropriate, the application form will indicate the level required for the job in question.

We will follow the Disclosure Barring Service Code of Practice concerning the use of information gained from the Disclosure Service, which ensures that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

Equality of information

All applicants will receive the same information about the job, and if a contact officer is given, all applicants are invited to phone for an informal discussion about the job prior to applying for it. This may help you decide if you meet all the criteria and whether you want to proceed with an application.

References

Your current or most recent employer (this includes work experience, volunteering and internships) should be named as someone we can approach for a reference, followed by your previous employer as second referee. In some cases we may ask your permission to

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take up references when you are offered an interview, and if you do not wish your referee to be approached at this stage you should inform us in writing with reasons. As a general rule, references will only be taken up once a job offer is made and has been accepted. No appointment will be confirmed without satisfactory references being received.

If you are related to a referee in any way - for example, if you have formally been employed by a member of your family - you should make this clear on the form.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative. A second referee can be a family friend who will provide a character reference, but the relationship should be stated.

You should ask permission from your proposed referees prior to naming them.

Right to work

St George's Bristol has a responsibility to comply with immigration legislation as set out in the Immigration, Asylum and Nationality Act 2006 and any other legislation or guidance issued by either the Home Office or the UK Border Agency.

It is St George's responsibility to ensure that any migrant workers we employ are eligible to work in the UK. If you are successful in obtaining a position with St George's, you will be advised of the documentation you are required to produce to verify that you are eligible to work in the UK, before you will be permitted to commence working for us.

Sending your application

CV's are not accepted, unless specifically requested and CV's sent instead of the St George's Application Form will not be accepted. It is the applicant's responsibility to send the application in a format that can be easily opened, a PDF is usually best and we will acknowledge your application by email.

We will contact all applicants once shortlisting has taken place, we are unable to provide any detailed feedback to candidates not shortlisted for interview, but you will either receive an email letting you know you are being offered an interview or you will receive an email letting you know you've been unsuccessful on this occasion.

Late applications

The completed application form must reach us by the stated closing date. Late applications will not be considered unless there are exceptional circumstances.

Job Applicant Privacy Notice

St George's Bristol is an Arts Charity that processes data to fulfil its aims and charitable objectives. Our promise to you is that we will be clear, honest and open in the way we use

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your data, only use it in ways you should reasonably expect us to, and to stop using it should you request us to, or after you cease to engage with us for a reasonable length of time.

Data Collection

As part of all recruitment processes, we collect and process the personal data you supply us relating to your job application including:

- Your name, address and contact details, including email address and telephone number;
- Details of your education, qualifications, skills, experience and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK; and
- Equal opportunities monitoring information, including information about your gender, disability status, age and ethnic origin.

We collect this information in a variety of ways and will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks through the Disclosure and Barring Service - where legally necessary. We provide two options for applicants to state their consent preferences. Applicants can withdraw or change their consent preferences at any time throughout the interview process by emailing recruitment@stgeorgesbristol.co.uk. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data Integrity, Security and decision making

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

If your application is unsuccessful, the organisation will keep your personal data on file for a period of 6 months in its legitimate interests.

Our recruitment processes are not based solely on automated decision-making.

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If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Access to information

You have a right to see what information we hold about you via a Data Subject Access Request. Please contact administration@stgeorgesbristol.co.uk and one of our team will be in touch to gain the relevant identification from you, and will provide results of your access request within one calendar month.

Who to Contact

Should you wish to contact us about the use of your data, or make a complaint please contact us on administration@stgeorgesbristol.co.uk