

‘Guidance for Applicants’

**“Vestacare is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults.”**

Thank you for your interest in applying for a job with Vestacare. In order to progress your application further you will need to complete an application form and an equalities monitoring form. This information sheet has been designed to help you do this. **You should print the information on this page to help you with your application.**

The information that you provide in your application will be the only information used to determine whether or not you are invited for an interview. To help us decide please complete all sections fully as possible. Please indicate and explain any gaps in your employment details of more than four week duration since first leaving secondary education. Late application may not be accepted unless there are exceptional circumstances.

**Job Summary**

This document contains detailed information about the job and the selection criteria to help you decide if it is suitable for you. It will often contain additional information about the department as well. We strongly recommend that you carefully study this document before making an application.

**Convictions and Disclosures**

A criminal record is not necessarily a barrier to employment. Each case will be dealt with on its merits. The rehabilitation of offender 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, such as those working with children or vulnerable adults, which will require a check on previous convictions (including those deemed to be spent), plus details of any cautions, reprimands, warnings, bindovers or no case to answer. It is your responsibility to distinguish between those convictions which require to be declared and those that do not.

**Gaps in Employment History**

In order to meet our commitment to safeguard and promote the safety and welfare of children, young people and vulnerable adults, we require you to provide us with a comprehensive employment history. This includes indicating and explaining all gaps in employment of more than four week duration since first leaving secondary education. Please use the skills, knowledge and experience section of the application form to include specific dates and details of all gaps. Without this information we will not be able to proceed with your application.

**References**

Please provide us with the name and addresses of two referees, both of whom must be familiar with your work performance. One of these must be your present or most recent employer. Where possible the references should cover the last 3 years of employment. If the references you have provided do not cover the last 3 years of employment then, please provide further details of previous employers to cover this period.

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.

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process.

**Equalities**

Vestacare is committed to equality of opportunity. Our aim is that all our employees should be able to work in an environment which is free from discrimination, harassment and bullying and where they feel valued and respected. To help us ensure that our recruitment and selection process is fair to all, would you please complete the equal opportunities monitoring information. With exception of disability this information is solely used to enable us to monitor our performance as an equal opportunities employer. Disabled applicants who meet the essential selection criteria will normally be guaranteed an interview under the positive about disabled people (two ticks) scheme.

**Right to work**

If you are invited for interview you will need to bring documents to prove your right to work in the UK. Further information will be sent to you with your interview details.

**Alternative Methods of Application**

Our preferred method of application is via our online application form. However if you would like to download a word PDF version of Vestacare’s application form, or request an application pack, you can find out how to do this on the General information pack on this website.

**Any questions?**

If you have any questions about the recruitment and selection process please contact us on 0161 220 5840.

We wish you the best of luck with your application!