



Application Form Guidance Notes

Girlguiding operates a recruitment and selection policy designed to ensure that all applications are treated equally regardless of age, race, ethnic origin, sex orientation or disability.

Guidance notes

It is important that applicants read these details before completing the application form. The decision whether to shortlist you will be based on the information you provide on this form.

1. When completing the application form please ensure that:

- (a) You enter the post reference number
- (b) You enter the title of the post you are applying for
- (c) You sign and date the application form

2. Employment history/references

Please ensure you have supplied full details of your employment history on the Application form. The information supplied in this section will only be used to obtain references for the **last three years, if you are successfully appointed to the post**. Therefore, where possible, please provide a contact name, telephone number and email address for employers in the last three years. Please also include any periods of vocational, temporary or voluntary work and any periods of unemployment.

3. Personal Statement/further information

The page allocated to 'Personal Statement / further information' is the most important part of your application and should be used to provide us with your reasons for applying for the job and provide examples of work, voluntary or life experiences in relevance to the job and person specification. Please also explain how your skills, qualifications and overall experience relate to the requirements of the job.

Please familiarise yourself with the job description and person specification before completing this section. If you do not provide examples/evidence you are unlikely to be shortlisted.

4. Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)

All positions within Girlguiding are deemed as exempt under the Rehabilitation of Offenders Act 1974. Where applicable, applicants may be subject to a criminal record check by the Criminal Records Bureau. If you have accepted a caution, warning or reprimand from a police officer, then you have admitted your part in an offence and therefore this should be declared along with any conviction.

Girlguiding will require your permission and the relevant information to obtain clearance from the Criminal Records Bureau. Failure to give permission or to supply information may result in the termination of your employment with Girlguiding. Similarly, Girlguiding reserves the right to terminate your employment if the information received in relation to the disclosure is deemed to compromise your continued employment.