

St Barnabas Hospice Recruitment Guide for Candidates

Introduction to the Guide

Thank you for the interest you have shown in working for working for St Barnabas Hospice. To assist you in completing your application form these guidance notes are provided for you to assist you in completing your application form. You should use these in addition to the:

- Job Description
- Person Specification

The Job Description provides details of the main job role and duties. The Person Specification outlines what qualifications, experience, knowledge and skills are need to apply for the role.

Completing your application form

Please complete the step by step process once you have created an account

Personal Information

Please complete all of your contact details thoroughly ensuring that you provide an up to date contact number and e-mail address.

Monitoring Information

Here at St Barnabas Hospice we recognise the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief and encourages applications from all sectors of the community. We reserve the right to extend, withdraw or close vacancies where necessary.

Please be aware that if you are selected for an interview you will be contacted via the email account you used to register on our site.

It is important to note that this section of the application form will not be shared with recruiting Managers It is used for monitoring purposes only.

Disability Discrimination Act 1995 and 2005

This section asks you to advise us if you have a disability recognised under the Disability Discrimination Act and if so, if there are any reasonable adjustments or arrangements we can make if you are invited to interview or subsequently appoint.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions to employers after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'.

During the rehabilitation period, convictions are referred to as "unspent". Within this section of the application form we ask that you declare any "unspent" convictions unless you are applying for a role that is exempt from the Rehabilitation of Offenders Act 1974 in which case we ask also for "spent" convictions.

Education and Training Courses attended

In this section, you should tell us about all the formal education qualifications you have gained, as well as details of any vocational or professional training courses you have attended. If you are invited to an interview, you will be asked to provide evidence of any qualifications that are essential and desirable for the role.

Membership of Professional Bodies

If you are a member of any professional bodies that are relevant to the role you are applying for, tell us about them on your application form.

Employment History

Present or most recent employment

In this section, provide details of your current or most recent role. If you are not in paid employment, then tell us about any voluntary or unpaid work you have completed.

Previous Employment

Please use this section to list details of your previous employers with in the last 10 years. If you have undertaken any voluntary work, please cover these in this section

Please also explain any gaps in your employment history, such as periods of unemployment. If you are invited to an interview, you will be asked to provide details of any gaps in employment.

Supporting Statement

This is part of the application form give you an opportunity to provide further information in support of your application. Please outline how you meet the person specification for this role. You may wish to continue a separate sheet if necessary. A decision to shortlist is based on this information.

References

Please give the name of two people who are able to provide references to your work experience and your suitability for the post. Your reference must be known to you in a professional capacity, one of which should be your current or most recent employer. Your referees should not be relatives or friends.

Declaration

This section of the application form asks you to sign to agree that the information in this form is true and complete. It is important to

Note that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation.

Read the Job Description and Person Specification thoroughly and make note of the closing date displayed on the advert and make sure that your application is returned to us by 12 midnight on that date unless otherwise stated.

After you've completed your application form

Check your application thoroughly and ensure that you have completed all sections. Unfortunately, we're unable to consider incomplete applications.

Please email recruitment@stbarnabashospice.co.uk if you require any support or have any questions or alternatively read our FAQ (link)

To stay safe in your job search we recommend that you visit SAFER jobs, a non-profit, joint industry and law enforcement organisation working to combat job scams. Visit the [SAFER jobs website](#) for information on common scams and to get free, expert advice for a safer job search."