

The Rowan Organisation

Supporting Independence through Choice

Please read the following guidelines, the job description and the person specification before completing the application form. All applications will be short-listed by the same panel that will conduct the interviews. The panel will examine your application form and cross reference the information against the person specification and job description that has been sent to you. Read all the information carefully before completing the form, and where possible highlight how your skills are relevant to the post that you are applying for.

The application form is an essential part of the evaluation process, and you need to complete it as fully as possible if you want to be short-listed. Try not to think “I’ll tell them that at interview” because if you aren’t short-listed, you won’t get that chance. It is also worth bearing in mind that the panel may be reading a huge number of applications, so try to be concise and to the point with your information. It is essential that your answers are legible and our preference would be to receive typed application forms in Ariel 14 point font but if you have to submit a handwritten application you should ensure that you use an equivalent font size. If you have access requirements around writing, please call before submitting your application and we can discuss with you about sending the same information in a more accessible way.

Section 1:

CV’s

We do not accept CV’s unless by prior agreement. If a CV is the only accessible way for you to relay information, then please call us before submitting your application to advise us. Please don’t rely on a CV if you have no access requirements as we will not read them.

Section 2:

Guaranteed interview for Disabled People

The Rowan Organisation is committed to ensuring that the recruitment process does not exclude Disabled People. Anyone



who meets the essential criteria for the post will be guaranteed an interview. Please call in advance if there are any specific requirements that we can assist with to ensure you are able to participate fully in the process. The reason we ask for details about your impairment is so that we can plan to address any access requirements (such as office furniture or IT) you may have if you are successfully appointed to the post.

Section 3:

Disclosure of offences

As an Organisation we are committed to the principles of the Rehabilitation of Offenders Act. However, as we provide services to vulnerable people, there are certain offences that we are not able to ignore. Please be assured that disclosing an offence will not necessarily exclude you from the post. However, if you do not disclose an offence that later comes to light when we conduct an enhanced CRB check, then this **will** result in any job offer being withdrawn.

If you need to disclose an offence, please record the nature of all offence/s and dates on a SEPARATE piece of paper. Put this in a sealed envelope marked 'for the attention of the H.R Manager'. This will ensure that your right to privacy is maintained. The H.R Manager will make a decision on behalf of the organisation and will not share the disclosure with anyone who has no need to know. Please include this separate envelope in with your application form.

Section 4:

Current and previous employment

This section allows the panel to examine your current and previous work history. It is an opportunity to demonstrate how your existing skills can be transferred to the new role.

Section 5:

Other experience

This is an opportunity to share with us any other experience that you have that is relevant to the post. We recommend reading the person specification carefully and using your experience to demonstrate how you meet the needs of this post. It is important

that you limit this response to no more than one side of A4 paper and use the specified font size.

Section 6:

Qualifications and training

As an organisation, we value the contribution of all staff regardless of whether or not they have a formal qualification. This section, however, does give you the chance to demonstrate all relevant training and qualifications that you have. Even if you don't have exact dates, please include at least the year that you conducted the training as we need to check that it is still valid.

Section 7:

Additional information

Please ensure that you cross reference your additional information with the person specification as this is an opportunity to demonstrate how you meet the criteria set for the post. Try not to leave this section blank as this is the opportunity for you to tell the panel a bit more about why you should be offered this post. You must limit your response to no more than two sides of A4 paper and use the specified font size.

Section 8:

References

The Rowan Organisation requires two references before an appointment can be made. One **MUST** be your current employer if you have one. If you are offered a post after interview, it will be dependent on the receipt of 2 satisfactory references: an offer may be withdrawn if we are not comfortable with a reference. Make sure you only tick the box if you **DO NOT** want your referee to be contacted before an offer of appointment is made.

Section 9:

Entitlement to work

By law we are obliged to check that candidates are entitled to work in this country. We will be asking for proof of this if you are conditionally offered the post. A British passport is the most common way of demonstrating this, although there are various

other documents that are admissible if you do not hold one. Further information about the law surrounding entitlement to work, including qualifying documents is available on www.workingintheuk.gov.uk

Section 10:

Signing the form

By signing the form you are confirming that all the information you have given is accurate. If we later discover that you have been offered a post based on false information, we may have to withdraw your application. Please be honest and accurate so that this can not happen to you.

The section about canvassing is designed to discourage applicants from trying to access additional information that will give them an unfair advantage over other candidates. In order to be fair, we must compare applicants only on the information requested on the form. Please do not call in advance to try and elicit information from current staff. They can only confirm the information that has been sent you in this pack. This is intended to protect fairness for all candidates.

The Rowan Organisation thanks you for the time you have taken in applying to join the team. If you would like more information about the organisation prior to interview, please go to our website on

www.therowan.org

Good luck in your application, and we look forward to hearing from you soon.