

Guidelines on completing the application form

General points

Thank you for your interest in Crossroads Care. These notes are intended to help you complete the application form by explaining what you should include in each section.

Please complete the application form in black ink or type. If receive the application form by e mail or download it from the Crossroads Care web site please print it out, sign and return by post. We use this application form to decide whether you will be given an interview so please fill it in very carefully. We can't interview everyone who applies for a post.

CVs

Please complete all sections of the application form. Only applications made on the form are accepted, we do not accept CVs. If you need more space for a particular section then continue on a separate sheet of paper. Please do not put your name on any additional sheet. This will help us to adhere to our Equal Opportunities Policy.

Personal details – Part A

This part of the form will be removed before short listing takes place to ensure decisions are not influenced by unfair or unlawful discrimination.

Referees

If you have been in employment for some time you must give your last two employers as referees. If you

have only one previous employer or you have been out of work for sometime or haven't been working because you have had caring responsibilities please give the name of any other person who can provide a reference for you but this should not be a partner or a member of your family. If you are currently self-employed you may use a client as a referee. If you are still in full time education and applying for your first job please give details of someone in authority from an educational establishment.

We will not approach your referees until after we have interviewed you. You may indicate whether we need to contact you before we approach your referee.

Sickness absence

Please state the number of days sickness absence you have had in the last two years. If you wish you may give brief details.

Education, qualifications and information in support of your application – Part B

Information in support of your application

This is probably the most important part of the application form. Selection for interview will be made on how well you demonstrate you meet the criteria in the person specification and job description.

Read through the job description and person specification and think of an example (or two examples) from your present or most recent job that show you have the required knowledge/skill/experience. You may also use experience from voluntary work, academic work or hobbies.

- Say what you were trying to achieve and why.
- Describe your role, don't say "we", say what you did.
- Say what the outcome was. Did you achieve what you set out to do?
- Were there any problems and how did you overcome them?
- Could you have done things differently, with less resources or in less time?

If you are unemployed or have been out of paid employment for some time, or have just left school/college/university, you may wish to include relevant experience from voluntary work or education.

Do continue on additional sheets if necessary.

Data protection

If your application is unsuccessful, the information on your application form will be kept for six months and then destroyed.

Disability Discrimination Act

We accept applications in a number of formats including audio and large print.

A disability is defined under the Act as a physical or mental impairment which has a substantial and long term (more than 12 months) adverse effect on a person's ability to do normal activities. If you tell us you have a disability we will make reasonable adjustments to where you work and to your working arrangements.

Equal opportunities form

Please complete the equal opportunities form to help us to monitor our recruitment process. The equal opportunities form will be separated from the application and the information given will be used for statistical purposes only.

**Please return your application to:
Crossroads Care Cheshire East Manchester &
Tameside
Overton House, West Street,
Congleton, Cheshire CW12 1JY**