

Guidance for completing your application form

You are advised to read the following notes carefully as, unless other selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible. When completed, read through your Application Form, checking for errors or gaps. Check the closing date and make sure your application is submitted in plenty of time because late applications will only be considered in exceptional circumstances.

Qualifications

The 'Qualifications' section gives you an opportunity to list any examinations or certificates you have gained or are currently taking. For some jobs, qualifications are essential, but not all jobs require formal qualifications – the advertisement, job description and person specification should tell you whether qualifications are required. Original certificates will be checked upon appointment if required.

This section allow you to list any courses you are currently working towards, any training courses you have completed and undertaken. Additionally there is space for you to list any membership of any relevant professional bodies. If registration is required for the post you have applied for we will ask for proof of this before your offer of employment is confirmed.

Voluntary Work

The skills and experiences you have gained outside paid work, for example, domestic responsibilities/unpaid or voluntary work/organising social or community activities, can demonstrate skills you have which could be a clear sign of your ability to do a job. Do not forget that skills can be transferable.

Current and Previous employment details

Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving.

When completing the work experience section of the application form, it is essential that you include all relevant work experience. This may include part-time work or work undertaken on a voluntary basis. Past employment should include your previous posts, even if they are with your present employer.

It is essential that you explain any break in your work experience, e.g. Career Break, Looking for work.

Information in Support of your application

From the information in the advertisement, job description and person specification evaluate if you have the skills, knowledge and experience we are seeking. This section is where you match your skills, knowledge, experience and personal qualities to the person specification.

The Person Specification for the job describes the criteria which will be used to assess your application, this is, the qualifications, specialist knowledge and experience required to do the job. Use the application form to demonstrate your capabilities in relation to each of the criteria listed.

Do not simply repeat your career history. Pick out skills, knowledge and experience required by the person specification and provide evidence that you have them.

The Job Description gives details of the duties of the post. The competencies listed are for your information - we will be looking for evidence of all the key competencies if you are short listed.

Our Values

Our values underpin everything we do, it's helpful to keep these in mind when you are completing your application form, if you are asked to evidence these in your application and at interview.

1. Compassion: We treat everyone with compassion.

We care about everyone and understand that many people have experienced challenges. We work in a trauma informed and restorative way. We create spaces that encourage feelings of safety and belonging.

2. Courage: We are courageous.

We have courageous conversations. We speak up and take action to make positive change. We learn from each other and our experiences.

3. Collaboration: We work with you.

We recognise that each person is an expert in their own lives. We work with you to find solutions. We facilitate and lead joint working across communities.

Data Protection

Your privacy is important to GIPSIL and we take our responsibility regarding the security of your personal information very seriously. We are committed to protecting your personal information and to being transparent about the information we are collecting about you and what we do with it.

How we use your data.

GIPSIL needs to collect the following information about you:

- your name, address and contact details, including email address and telephone number;
- your qualifications, skills, experience and employment history;
- whether or not you have a disability for which GIPSIL needs to make reasonable adjustments during the recruitment process;

- information about your right to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief. Please note you do not have to supply this information and it will not affect your application if you choose not to do so.

GIPSIL collects this information about you in a number of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. GIPSIL will also collect personal data about you from third parties, such as references supplied by former employers, and information from criminal records checks.

To enable us to provide our service to you we will share your information internally with teams that have a legitimate business need to access your data. These include HR, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of your role.

GIPSIL will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. GIPSIL will then share your data with former employers to obtain references for you, the Disclosure and Barring Service to obtain necessary criminal records checks, and any regulatory/professional bodies relevant to the role. If you are unsuccessful in your application. GIPSIL will not use your data for any purpose other than the recruitment exercise for which you have applied.

Should you decide not to provide any of the information we request from you GIPSIL may not be able to proceed with your application.

How long will we keep your data?

If your application for employment is unsuccessful, GIPSIL will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. If you leave GIPSIL's employment we will hold your data only for as long as is required under the GDPR.

Recruitment Monitoring

GIPSIL is committed to promoting equality, inclusiveness and social justice for all its applicants and staff. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice. GIPSIL values the rich social and cultural diversity available and we will endeavour to ensure that our workforce and our services reflect that diversity and community needs.

To assist GIPSIL to monitor and evaluate its effectiveness in relation to equal opportunities, and for no other reason, applicants are requested to complete and return the Recruitment Monitoring Form. The details supplied, should you wish to do

so, are held in confidence and are not used in anyway in the recruitment and selection process.