

# **Application Form Guidance**

## **Introduction**

Please take a few minutes to read the following information, which has been designed to assist you in completing the application form for a job with Barod.

You will need to complete all the sections of the application form in one go as you cannot save the application form and return to it at a later date to complete and submit. If you go to the end of the application form without inputting all the required information, the application form will automatically submit and if you try to submit a new application form, the system will recognise the name and email address and register that you have already submitted an application form for that vacancy and will not allow the new application form to be submitted.

In order to try and prevent any problems occurring with candidates submitting an application form for a job vacancy, we have put the sections of the application form with the questions in each section below, so candidates know what information is requested in the application form.

## **Application Form Questions**

### **Section 1 – Personal**

- Name
- Email address
- Address
- Phone number
- Other contact details

### **Section 2 – Applicant Questions**

- Source
- Qualifications: Date and result (Please ensure you include qualifications asked for in the person specification)
- Professional Qualification and/or membership currently held: Grade and date
- Other relevant Educational or Training Courses, with dates
- Current/Latest Employment - Title of Post
- Salary/Grade
- Name of Employer
- Date Commenced
- Date Ended (if applicable)
- Please outline your responsibilities. to whom you are responsible and staff responsible to you (if applicable)
- Reason for Leaving
- Period of Notice Required
- Previous Employment 1 – Title of Post
- Salary
- Name of Employer

- Date Commenced
- Date Ended (if applicable)
- Please outline your responsibilities. to whom you are responsible and staff responsible to you (if applicable)
- Reason for Leaving
- Previous Employment 2 – Title of Post
- Salary
- Name of Employer
- Date Commenced
- Date Ended (if applicable)
- Please outline your responsibilities. to whom you are responsible and staff responsible to you (if applicable)
- Reason for Leaving
- Skills and Experience: Demonstrate how you meet the requirements of this role, as outlined in the Job Description and Person Specification. Ensure that you include relevant skills, knowledge, experience and your reasons for applying. NOTE: This will be used for shortlisting purposes.
- Values and Attributes: Our core values are at the heart of everything that we do and we seek to employ enthusiastic and like-minded individuals. Barod's values are: Adaptability, Empathy, Positive Attitude and Integrity. Describe what each value means to you and how you demonstrate this value within your work
  - Adaptability
  - Empathy
  - Positive Attitude
  - Integrity
- Please notify us of any dates you are not available for interview and any interview considerations/alterations you may need
- Do you hold a current full driving licence?
- Do you have a car or access to a vehicle?
- Are you willing to use your car for work?
- Is your car insured for business use?
- If not, would you be willing to ensure your vehicle has adequate level of insurance for business use?
- Do you have any criminal convictions in the last 5 years?
- If you have answered Yes to the above question, please provide further details
- Do you have any criminal convictions more than 5 years ago?
- If you have answered Yes to the above question, please provide further details
- Do you have any unexplained gaps in employment in the last 5 years?
- If you have answered Yes to the above question, please provide further details
- Do you have any penalty points on your licence?

- If you have answered Yes to the above question, please provide further details
- Do you have any disqualifications from driving in the last 5 years?
- If you have answered Yes to the above question, please provide further details
- Do you have a licence agreement with probation service? (Please be advised that we may be required to contact your Offender Manager in the event you are on licence as part of our selection procedures, as required by the Probation Service)
- If you have answered Yes to the above question, please provide further details
- Are you related to or have a close personal relationship with a member of staff or individual(s) who accesses services within the organisation?
- If you have answered Yes to the above question, please state the nature of the relationship and the other person(s) status within the organisation:
- Have you ever sought, or currently seeking help for a drug and/or alcohol issue?
- If you have answered Yes to the above question, please specify the substance(s), how long ago and any ongoing issues/prescription:
- Please provide 2 references, one should be from your current and/or most recent employer wherever possible
  - Referee 1: Full Name
  - Job Title
  - Organisation
  - Address
  - Telephone
  - Email
  - Do you give Barod permission to contact this referee prior to your interview?
  - Referee 2: Full Name
  - Job Title
  - Organisation
  - Address
  - Telephone
  - Email
  - Do you give Barod permission to contact this referee prior to your interview?
- Age
- Do you have a disability?
- Ethnic Origin
- Religion
- Marital or Civil Partnership status
- Gender
- Sexual Orientation
- Can you read, speak or write in Welsh?

- Do you have the right to work in the UK?

### Section 3 – Files

This section requests candidates to upload a Covering Letter or CV/Resume, but this is not mandatory as they will not be used in the shortlisting process, so candidates can move onto the next section.

Once you click the application form will be submitted.

### **Hints and Tips**

- Type your answers onto a word document first, so you can copy and paste the answers into the application form and then if there are any issues with the application form you still have the answers on a document.
- Before completing the online application form, read the job description carefully as you will need to demonstrate how you meet the requirements of the role, as outlined in the job description and person specification in the Skills and Experience question on the application form.

If you have any difficulty submitting the application, please contact Catherine Guy (HR Assistant) on the following contact details:

Email: [Catherine.guy@barod.cymru](mailto:Catherine.guy@barod.cymru)

Tel: 07741636462