Sandwell African Caribbean Mental Health Foundation

Guidance Notes for Job Applicants

Introduction

Recruitment and selection of the right people is fundamental to Sandwell African Caribbean Mental Health Foundation's success (SACMHF) success. SACMHF's policy is to recruit the best people it can to enable all of its services to meet the organisation's business objectives and to deliver continually improving services to the People Who Use our Services (PWUS). This means recruiting people with the right skills, experience and qualifications based on merits and abilities. No applicant will be unfairly treated on any grounds. By following this policy approach, in addition to fulfilling employment law requirements, SACMHF will ensure that it continues to uphold its commitment to equality and diversity.

We aim to:

- Select individuals for roles based on how well they meet the selection criteria avoiding discriminating
- Advertise jobs online and locally to enable as wider access as possible to our jobs.
- Only ask for essential qualifications, skills, ability and experience as is necessary for each role.

Supporting Information

We have made available a number of documents to support your application. These documents are:

- Job description and person specification
- Application form
- Guidance Notes for Applicants
- DBS Policy Statement
- Rehabilitation of Offenders Policy Statement

We only accept completed applications on the forms we provide as CV's are not accepted.

Completing your Application Form

We have compiled this guide for you to use to help you produce the best application that you can. Incomplete applications will hinder your chances of having your application being selected from a shortlisting process. The shortlisting process is based on your application so read the guide carefully and follow each of the sections outlined below to ensure that you are able to submit a full and complete application form.

Give yourself sufficient time to complete your application form ensuring that you have all the information you need to hand in order to complete all sections fully and accurately. We want to support applicants who have a disability and if it better suits your needs to submit your application in another format we will accept a recording which will need to follow the format outlined below.

You must not make any changes to the layout of the application form as this could affect the shortlisting selection process.

Section 1: Personal Information

We need to know your name, address, contact telephone numbers and an email address so that we can contact you. We also need to know if you are eligible to work in the UK and whether you are licenced to drive and have the use of your own transport. You must declare here if you are related to someone who works for SACMHF or someone who uses one of our services and the nature of the relationship. This will not preclude you from working for us but we do need to know.

Section 2: References

Document the name address and contact telephone number and email address of your referees. One of the two referees must be your current or most recent employer who has known you for at least two years. This referee must be able to comment on your skills and abilities relevant to the job. Your second referee can be a character reference. If you have been out of employment your referee can be a Lecturer from a college or University for example.

Section 3: Employment History; Current or Most Recent Employer

Detail the name and address of your current or most recent job. Detail your salary when you commenced this role, your notice period and why you are leaving. Also tell us your main duties and responsibilities whilst in that post and the amount of sick leave.

Section 4: Full Employment History from the Age of 16

Start with your first job after you left school. List the name and address of your previous employers, the dates you started and ended the job, your job title and a summary of your duties whilst in that job.

Section 5: Secondary & Further Education

List the secondary school, college and/or university attended with the dates you commenced and left, the subjects you studied, the qualifications gained or working towards the grade and the year you achieved the qualification.

Section 6: Professional Development/Current Studies/Training Courses

This could include on the job training, courses that you have taken outside of work and/or courses that you are currently studying which are linked to the job you are applying for. List the name of the organisation delivering the course/training, the dates when you studied, the subject name, the qualification and the grade.

Section 7: Professional Registration Details

Only list here professional membership to organisations or bodies that are linked to the post you are applying for. Tell us the name of the organisation or body, your membership number and the date when your membership is due to be renewed.

Section 8: Additional Information

This section is very important. In order to complete this section properly you need to use the person specification and respond to each listed criteria documented under *knowledge & experience* and *skills and ability, education & qualifications*, *disposition* and *other* on the person specification and give examples to explain your answers. To complete this section fully (by responding to each of the criteria) you will need to continue on additional pieces of paper.

Section 9: For Completion by Candidates with Disabilities

Tell us you name, the nature of your disability if you feel comfortable doing so, any special requirements you have in case you are offered an interview and add your age gender and date of birth.

Section 10: Equal Opportunities

Tick the category which best describes your ethnicity and add the country where you were born.

Section 10: Rehabilitation of Offenders

If you answer yes to the first two questions please use the space provided to explain your caution, criminal conviction or disciplinary process. Sign and date the declaration to confirm that the information you have supplied in your application form is true and correct, that you consent to SACMHF processing your personal data in line with the General Data Protection Regulation, the conditions of any offer of employment and the penalty for providing false information if recruited.

Submitting your Application Form

Applications received after the closing date will not be considered. Remember to complete all sections of the application form before submitting. If your application is illegible or sufficiently incomplete you will run the risk of your application form not being considered for shortlisting.

Please return completed application forms to info@sacmhf.co.uk prior to the time stated on the closing date.