

## **Guidance Notes for Your Application to Work with Us.**

Calvert Kielder want you to have the best possible chance of being short-listed and appointed to the post you have applied for. We have prepared the following guidance notes to help you complete the application process.

You should read these notes before applying for work with Calvert Kielder.

### **Application Process**

When applying for any post with Calvert Kielder applicants should send us a copy of their current CV with a covering letter (supporting statement) stating why you are applying for this post.

The supporting statement should state which post / posts you are applying for and you should provide contact details including an e-mail address and a telephone number so that we can contact you.

Braille or taped applications are also welcome.

All information you provide to us will be treated as confidential and dealt with in line with the General Data Protection Regulations (GDPR). If you require any guidance or assistance in completing your application please contact us.

### **Personal Details**

Please enter your personal details fully and clearly so that we can contact you easily and quickly should you be short-listed.

### **Right to Work in the UK**

The Immigration, Asylum and Nationality Act 2006 require an employer to check documents to establish a persons' eligibility to work in the UK and compliance with any restrictions. We are required to check your eligibility to work in the UK before you start work.

We ask all candidates to bring proof of their right to work to interview and a copy will be taken. If you do not currently have the right to work, and need to apply for a certificate of sponsorship please note this in your covering letter raise it at interview.

You should also be aware that we may contact the Immigration Department to verify that you are entitled to live and work in the UK.

### **Interview dates**

Please let us know of any known dates that you are unavailable for interview. All efforts will be made to accommodate your application, however this cannot be guaranteed.

### **Education Qualifications**

We are interested in any education you have undertaken, including those courses that did not lead to an examination or qualification. These could be non vocational classes or in house training with your current or previous employer.

### **Post Graduate and Professional Bodies**

Please list any Post Graduate qualifications that you have. We are also interested to know if you are a member of a professional body. Original certificates will be checked on appointment.

## Employment History

Please give your full employment history for the last 3 jobs you have held in date order with the most recent first. We are also interested in any employment you may have had which is relevant to the post including part time, voluntary or holiday work.

## Training, Qualifications and Skills

We are also interested in any other qualifications and skills you may have including National Governing Body (NGB) Awards. Please state fully any awards you may have including the level which you have attained.

## Covering Letter (Supporting Statement)

This is your opportunity to tell us why you are suitable for the job. Read through the job description and person specification thoroughly so that you are familiar with the duties of the post and the skills, abilities, etc. needed to do them effectively. Then tell us how you meet each of the criteria in the person specification by giving details of your relevant experience (paid and unpaid), knowledge, skills and abilities. **You may find it useful to deal with each point in turn.** If you have been out of work for a long time, or have never been in work, you may have acquired relevant skills and experience from being involved in community or voluntary work, through school or college activities, or by running your home.

We recognise that some areas will require a period of learning in the job and we shall make appropriate allowances for those. Just give as much relevant information as possible.

It is helpful to ensure that the information you give is well organised and relevant. Write in a positive way using examples of what you did and what activities you engaged in: give examples and use positive statements. Be specific about what you have done, what you did that was successful and the relevance that it had.

Above all remember to tell us about yourself.

## References

We require at least two written references. One should be from your present, or last employer if not currently employed. We also take up references from previous employers over the past three years. The second referee should be someone who can comment on your work capability, for example, a previous supervisor / manager or school head teacher. References are not acceptable from relatives or friends. The referees of the successful candidate will only be contacted following an offer of appointment.

If you are invited for interview you will be asked to sign a "reference consent form" which will allow us to contact your referees should a job offer be made and accepted. Please note that referees will not be contacted unless you accept an offer of employment from Calvert Kielder.

## Rehabilitation of Offenders Act 1974

If you believe that you have been involved in the kind of incident we need to know about, e.g. convictions (spent and unspent) cautions and warnings please be honest and tell us at interview. It is in your best interests to declare this information to us at this stage. If you have any doubt, please tell us the information and let us decide what is relevant or irrelevant.

A criminal record will not necessarily be a bar to obtaining a position within Calvert Kielder, however failing to disclose relevant information may lead to your offer of employment being withdrawn.

## Disclosure and Barring Service (DBS) Check

Any offer of employment to any post within Calvert Kielder involves substantial access to children or vulnerable adults and will be subject to a satisfactory enhanced DBS check being received. You will be notified of the need to complete the disclosure form if your application is successful. Confirmation of a satisfactory check is required before commencement of employment. This may take a number of weeks to complete.

## Medical Requirements

All appointments are subject to the successful completion of a medical screening process. The successful candidate will need to complete a medical assessment form, and if necessary, have a medical examination.

## Data Protection

Calvert Kielder collects information to process your application. We will also use this information for any subsequent employment purposes. On occasions we have to contact third parties to check the information you have provided and other facts relating to your application, for example references, prior permission will be sought.

The information you provide on your application form may be used to prevent and detect fraud. We may also share this information, for the same purpose, with other organisations that handle public funds. If your application is unsuccessful on this occasion Calvert Kielder will destroy your application documentation after six months of the interview for the post / posts you applied for.

## Recruitment Monitoring

Calvert Kielder recognises and actively promotes the benefits of a diverse workforce and will work to achieve this by challenging all forms of discrimination.

To assist us in monitoring our policies in relation to equality, and for no other reason, applicants are asked to complete the Equal Opportunities Monitoring Form as part of the application process. The details supplied are held in confidence and are not used in any way in the recruitment and selection process.

## Returning your Application Documents

Your completed application must be received by 4.30 pm on the closing date. Any forms received after this date and time may not be considered for short-listing.

Please return your completed application by hand or post to:

Director of Operations,  
Calvert Kielder,  
Kielder Water & Forest Park  
Falstone  
Hexham  
Northumberland  
NE48 1BS

Alternatively you can send your application by e-mail to [workwithus@calvert-kielder.com](mailto:workwithus@calvert-kielder.com) and should be marked FAO Director of Operations in the title field.

