# Community Learning Partnerships

## Application Pack Briefing Notes

Please read the following notes carefully before completing the application form.

1. **The Information Pack**

Consider the contents of the information pack carefully. Each pack should contain an application form, equal opportunities monitoring form, job description and person specification. Further information on the charity can be obtained from our website at [www.clpcharity.org.uk](http://www.clpcharity.org.uk).

1. **The Application Form**

**General Guidance**:

* Please ensure that you read the job description and person specification thoroughly before applying and that you understand the requirements of the position being advertised.
* Please ensure it is completed in black pen or typescript to enable copying for shortlisting purposes. **You must not attach any additional sheets unless where stated that this is acceptable.**
* You must ensure that the information contained in the form is correct. False or misleading information on the application form, or during interview, that is later found to be inaccurate, may result in the offer of employment being withdrawn or employment terminated.

**Personal Details:**

* Please ensure that you write your details clearly, particularly email and phone number sections as in most cases this will be how we will contact you. Please answer the other questions within this section to the best of your knowledge.
* Please tell us where you saw the advertisement, as this helps us with ensuring we are reaching our target audiences.

**Educational Details**:

* Where specific qualifications are required for a position, this will be noted in the job advertisement and person specification.
* Please give details of secondary schools, further and higher educations, in date order, with the most recent first and relevant examination results and grades.
* Where you cannot remember exact dates, please give approximate dates and enter “(A)” after the date.

**Training and Development**

* This section is to detail any training courses or non-qualification-based learning/development that you deem relevant to the post.

**Current membership of any professional body or organisation**

* Please give membership details of any institute or professional organisation you are currently involved with.

**Employment experience**:

* Please give your current or most recent employer first, this can be in a paid or unpaid capacity.
* Under previous employment please list your last 3 employers and give a brief description of duties for each position.

**Further Information**

* Please use this section to provide information on how you best meet the requirements of the post as detailed within the job description and person specification.
* Give details of evidence and present examples of relevant experience and how you have effectively demonstrated specific skills.
* Please use extra space if necessary but **DO NOT** exceed more than 1 additional side of A4 paper.

**References**

* Your first referee must be your current or most recent employer this can be in a paid or unpaid capacity.
* The second reference must be an individual who knows you well enough to comment on your ability to effectively take on the content of the job description.
* If you do not wish us to contact referees until you are shortlisted following interview you should mark the relevant boxes on this section of the application form.

**Other** **details**

* If there are any dates when you would be unavailable if you were selected for interview, please enter them in this section.

**Declaration**

* Please ensure that you sign and date this section after reading the disclaimer. Electronic signature is acceptable.
* Please note that any information that is found to be false or misleading may result in the offer of employment being withdrawn or employment terminated.

1. **Equal Opportunities Monitoring Form (optional)**

* Community Learning Partnerships monitors equality to ensure that recruitment and selection processes are fair to everyone and that applicants are only judged on their ability to perform the role for which they are applying.
* The Monitoring Form enables us to capture relevant information to assess the effectiveness and compliance of equality of opportunity at Community Learning Partnerships.
* Please answer each of the sections and the relevant monitoring questions.
* Information is given on each of the sections as to why we capture this information.
* Information given on this form will be held confidentially.

1. **Safer Recruitment**

We recruit in line with safer recruitment guidelines therefore CVs are not accepted, only application forms. However, applicants who have difficulty completing the standard application form may submit their details in a suitable alternative format.

1. **Disclosure and Barring Service Check (DBS)**

Positions, where required, will be subject to a DBS check.

1. **Community Learning Partnerships Information**

You are advised to read all information provided carefully as interviews will contain questions relating to it.

1. **Summary of conditions of employment**

Please consider the content of this sheet carefully and, in the event you are invited for interview, prepare any questions for clarification.

1. **Shortlisting and Interviews**

Shortlisting will be undertaken by an Interview Panel, with at least one member trained in Safer Recruitment practices. **If you have not heard back within 14 days, please take this to mean you have not been shortlisted.**

Candidates invited for interview will be contacted via email, telephone or writing as appropriate. Feedback will be made available from all stages of the interview process should applicants require it.