

Notes to help you complete your application form



Please fill in the Job Application Form carefully and double check before sending in as we will not be able to process an incomplete application.

General Issues

- CVs alone are **not** acceptable. You must complete the Job Application form.
- Make sure all sections are fully completed.
- Make sure your application relates to the requirements of the person specification and job description.
- If you run out of space you may use one additional A4 page. Make sure your name and Job Ref. No.(s) are included on the supplementary information.
- Make sure your application form is returned by the closing date.
- If you have a disability that prevents you from completing the application form please contact the Human Resources Team on **01642 528111** or e-mail: **dee.cartyburland@teesactive.co.uk**
- Please refer to the **Policy Statement on the Recruitment of Ex-offenders**. If you have any queries relating to the DBS then please contact the Human Resources Team on **01642 528111** or e-mail: **dee.cartyburland@teesactive.co.uk**
- **You must not influence either a Board Member or Company employee to gain employment. This will disqualify your application.**

Current legislation means that you will be required to provide documentary evidence (for example National Insurance Number) showing that you are entitled to work in the United Kingdom. If you are shortlisted you will be asked to provide this at your interview together with evidence of your qualifications and professional registration, if applicable.

Personal Details and Referees

Please complete this section fully and clearly. This is important contact information.

It is advisable to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee.

We need to know if you are related to a Board Member or an employee of Tees Active Ltd. This is to ensure that you are neither disadvantaged nor favoured in your application.

Referees must be able to produce information about your suitability for the post. References are not acceptable from relatives, friends or people with whom you live.

You will need to provide the names of two referees. One referee must be your current or most recent employer. The second referee should be a previous employer or someone who can give information about you that is relevant to the job. If you are a school or college leaver please give the name of your Head Teacher or Tutor. Alternatively, if you have had a Saturday or other part time jobs the person you worked for may be prepared to act as your referee.

We will make contact with your referees only if you were successful.

No unconditional offer of appointment will be made until references, that are satisfactory to Tees Active Ltd, are received.

Job/Career History

Please state your current or last employer's name, address and telephone number in full.

In the previous jobs section please account for all the time since you left school, college or university. List your jobs, with the most recent first, stating **month** and **year** and state any gaps in employment. Include voluntary work particularly if you have not been in paid work.

Qualifications & Training

List the qualifications you possess indicating grades/levels.

List any formal, informal or on the job training you have received which you consider relevant to the post.

Some posts require the post holder to be able to travel between locations This does not necessarily mean use of a car; the actual mode of transport can vary depending on the distance to be travelled.

Other posts may specify that driving is essential. Please state whether or not you hold a valid, full driving licence for the UK.

The Job and You

This is your opportunity to tell us why you are suitable for the job. Read the job description and person specification carefully and then relate the skills, experience and knowledge you possess to the post.

Consider what you have done in the past: at home; at school; at college; in paid work; unpaid work; or in a hobby. For example, running a home can show skills such as organising or budgeting, being active in a club or other groups can show teamwork, communication or organising skills.

Please do not forget to sign your application form.

Equal Opportunities

Tees Active Ltd. values the diversity of the community it serves. We therefore strive to ensure that our services reflect the needs of all people within the community. All individuals can expect to receive equal access to employment, promotion and training as well as equal treatment in respect of all the services delivered by the Company.

We are working towards an environment where all employees, residents and service users receive equal treatment regardless of gender, marital status, family circumstances, sexual orientation, age, disability, race, colour, religion, ethnic, national or social origin.

Should you have any specific requirements for interviews/assessment then please advise a member of the HR team at the short listing stage.