

## Guidance Notes



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

You must complete all sections of the Job Application Form. PLEASE NOTE THAT WE DO NOT ACCEPT CV'S.

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.

If you're using a Mac and alternative to Microsoft word, you'll need to submit your application as a PDF.

### 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.