

NOTES ON HOW TO COMPLETE YOUR APPLICATION FORM

Please Note: CV's will not be considered

Please read these notes carefully before completing your form.

PERSONAL INFORMATION: If you have a disability or need help when attending interview e.g. access to building or an interpreter, please inform us on the application form. A member of the HR team will contact you to discuss your needs.

REFEREES: You must give names, addresses and contact details including email address for two referees. **One must be your current employer** who can comment on your work. Relatives are not permitted.

If you are unemployed one referee should be your last employer

If this is your first paid position one referee should be someone who knows you well enough to confirm the information that you have given in your application form i.e. teacher, university tutor

EMPLOYMENT HISTORY: List first your current or most recent job and work back from there, showing all periods of employment and also unemployment since you left education. **Please do not leave any gaps in employment history.**

Dates – it is important that all dates given on your form are correct. You should include periods of voluntary work, career breaks and unemployment

QUALIFICATIONS: Give details of all qualifications which you have gained. If you are successful in obtaining a post with Autism Initiatives you will be asked to provide copies of all certificates. If you have a professional qualification make sure you include your PIN, Registration or Membership number and the date you were registered.

KNOWLEDGE AND SKILLS: Carefully read the job description and essential and desirable shortlisting criteria and base your comments on these. Detail experience and skills and demonstrate how you achieved these. It is essential that you demonstrate on your application form how you meet the essential criteria otherwise you may not be shortlisted.

CONVICTIONS/OFFENCES: Due to the nature of our work Autism Initiatives will carry out an Enhanced Access NI check on all successful candidates. The amendments to the Rehabilitation of Offenders (Exceptions Order) (Northern Ireland) Order 1979, (2014) provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Access NI website. **PLEASE NOTE IT IS A CRIMINAL OFFENCE FOR A PERSON TO KNOWINGLY APPLY FOR A POSITION WHICH THEY ARE BARRED FROM**

DISCLOSURE INFORMATION POLICY: If you require a copy of this policy, phone the HR team and they will provide you with this.

EQUAL OPPORTUNITIES MONITORING: All questions in this monitoring form must be answered. This information will be treated as confidential and the interview panel do not have access to this.

COMPLETED FORMS: If posting your application form please ensure that it is signed and dated and all questions have been answered, application forms which have been emailed can be signed at interview stage. Forms received after closing date will not be accepted. False or misleading information or failure to disclose a conviction, caution or arrest, may lead to the offer of employment being withdrawn or to dismissal.

NEXT STAGE: We will contact you if you are invited to interview and will endeavour to let you know if you have been unsuccessful at the shortlisting stage.