**GWT - Guidance Notes for Job Applicants**

**Please complete the GWT Confidential Application Form**

**in conjunction with this Guidance.**

**About Us**

Please visit our website at: <http://www.gwentwildlife.org> for company information our GWT Data Protection Policy and Privacy Notice for Job Applicants.

## **1. Application Process**

GWT value diversity, promotes equality and challenges discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds.

Applications will only be accepted on the Microsoft Forms GWT Application Form. CVs and covering letters/emails will not be considered as part of the application process, unless specifically stated in the advert.

Applications should be received before the closing date referred to in the advert. Any applications received after the closing date will not be considered. Shortlisted applicants will be invited to interview. If you do not hear from us within 3 weeks, please assume that your application has been unsuccessful.

**Completing the Microsoft Forms Application Form**

**2. Questions 1 to 4 - Employment, Education, Professional or Management Qualifications and Training & Development**

The Application Form plays a key part in our recruitment and selection process. We use the information you provide in this section to assess against the requirements of the Job Description.

Selection for interview is based on the above and an assessment of the evidence you provide in Section 5 Personal Statement below against the requirements of the role as set out in the person specification of the Job Description.

**If an offer of employment is made you will be required to provide evidence of qualifications prior to your appointment**.

**Question 5 - Personal Statement (Experience, Skills, Knowledge & Qualifications and Personal Qualities)**

It is important that you complete the form as fully and accurately as possible and that you **clearly demonstrate** how you meet the **essential and desirable criteria** of the person specification in the Job Description for the role for which you are applying (if applicable).

Please provide one example for each requirement and be precise about what you did, how you did it and the outcome or result of your actions. A useful guide might be S.T.A.R: Specific – give a specific example, Task – briefly describe the task/objective/problem, Action – tell us what you did, Results – describe what results were achieved.

You should choose examples of past experience that clearly demonstrate what we are looking for. Please provide recent work examples wherever possible. However, relevant examples from other aspects of your life, for example: voluntary or unpaid work, school or college work, family or home responsibilities, can also be given. No assumptions will be made about your achievements and abilities.

Please label any separate sheet used and ensure that the total personal statement is no more than 750 words (please refer to 2. Use of Separate Sheets above)**.**

## **Question 6 - Entitlement to work in the UK**

All applications will be subject to confirmation that they are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. If an offer of employment is made, you will be asked to provide evidence of your entitlement to work in the UK.

## **Question 7 to 14 - Other Details**

Please complete this section. If you are successful for this position you will be required to present relevant evidence prior to the appointment.

## **Question 15 to 16– Disability**

In accordance with our Equal Opportunities policy GWT will ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Please let us know if you require any adjustments to be made to the application process or would like to provide any information you wish us to take into account when we are considering your application.

If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment (if applicable) at that stage. Please be assured that we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process.

## **Question 17 to 19 - Rehabilitation of Offenders**

GWT is committed to equality of opportunity for all job applicants and aims to select people for employment on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training.

The organisation will therefore consider ex-offenders for employment on their individual merits. The organisation's approach towards employing ex-offenders differs, however, depending on whether the job is or is not exempt from the provisions of the Rehabilitation of Offenders Act 1974.

**Jobs covered by the Rehabilitation of Offenders Act 1974**

The organisation will not automatically refuse to employ a particular individual just because he/she has a previous criminal conviction.

During the recruitment process, the organisation will ask job applicants to disclose any unspent convictions, but will not ask job applicants questions about spent convictions, nor expect them to disclose any spent convictions.

If an applicant has a conviction that is not spent and if the nature of the offence is relevant to the job for which he/she has applied, the organisation will review the individual circumstances of the case and may, at its discretion, decline to select the individual for employment.

**Jobs that are exempt from the Rehabilitation of Offenders Act 1974**

If the job into which the organisation is seeking to recruit is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013, the organisation will require the applicant to disclose all convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed, depending on the job concerned). Even in these circumstances, the organisation will not refuse to employ a particular individual unless the nature of the conviction has some relevance to the job for which the individual has applied.

Furthermore, if the job is exempt, the organisation will, once it has selected the person to whom it wishes to offer employment, seek documentary evidence about that person's criminal convictions. The organisation will seek the applicant's agreement to make a joint application to the Disclosure and Barring Service (DBS) for a standard, enhanced or enhanced with DBS barred lists check (as appropriate). Where the individual is member of the DBS update service, the organisation will, with his or her permission, carry out a status check on any current certificate.

**Question 20 to 21 – References**

All job offers are subject to the receipt of two satisfactory references: One should be from your current or most recent employer or line manager (if you are employed through an agency), or your course tutor if you have just left full time education. The other should be someone who knows you in a work related, voluntary or academic capacity (not a family member). Both referees should be able to comment on your suitability for the role.References will only be taken up for successful candidates following interview.

**Data Protection**

Please refer to GWT’s Privacy Notice for Job Applicants *(see the GWT website*). Data collected during recruitment is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's Data Protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

Once an individual is recruited, information about his/her criminal record gathered in the course of the vetting process will not be transferred to his/her personnel file.

**Question 22 to 27 – Declaration (s)**

In **A. Relatives/Other Interests**, you are required to declare any close relationships with anyone associated with GWT, or any conflicts of interests that may arise if you were appointed to the position.

In **B. Statement to be Signed by the Applicant**, you are required to certify against the listed conditions, sign and date the Declaration.

If you are returning the form by email you are requested to mark the box as a substitute for your signature. If appointed any false, incomplete or misleading statements made on the GWT Confidential Application Form may lead to dismissal.

**Section 2 Question 28 to 41 will be separated from your Application Form upon receipt and will not form part of the selection process:**

**Question 28 – Personal Details**

Please provide the data requested. The Personal Details sheet will be used by the **<*Recruiting Manager*>** to contact you about your application and retained in line with the GWT Privacy Notice for Job Applicants.

**Question 29 to 39 – Recruitment Monitoring**

In accordance with its policy on equal opportunities in employment, GWT will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. There is no obligation on you to provide information. All applicants will be treated the same whether or not they provide this information. Thank you for your assistance.