



## **Application Form Guidance Notes**

All information in your application form is strictly confidential and will only be seen by those involved in drawing up the short-list and taking part in the interviews. It will be recorded and stored in accordance with the Data Protection Act 1998.

### **Personal details**

Please answer this section as fully as possible as this information may be needed if a security check is required.

### **Education, qualifications, training and professional membership details**

Make sure that you give all the information needed, including dates. Please make clear the levels of your examinations, the grades obtained and include membership details of any professional bodies.

### **Employment history**

Starting with your most recent employer, this section should include any part-time or temporary jobs or voluntary work. Please write the names and addresses of present and past employers. Include an outline of your duties and salary. If you are currently employed within the NHS or Civil Service, please give details of your salary and Pay Grade/Band

### **Supporting information**

Please note that the 'supporting information' section gives you the opportunity to demonstrate why you are suitable for the post. Before completing this section please, refer to the person specification and the job competencies. It is an opportunity for you to demonstrate exactly how you meet the criteria.

Relate your skills, knowledge and experience to the duties of the post as fully as possible. For example, telling us what you did in your job rather than what the team did and how you demonstrated a particular skill, rather than simply saying that you have it. Please ensure you address all of the points identified on the person specification which will allow you to demonstrate your suitability for the position you have applied for. You may wish to draw on skills developed outside of work, whether home-based or social/community activities. These might include running a club or voluntary group, bringing up children etc, as well as previous/present employment, study and training.

This section is most likely to make an impact during the shorting listing stage and special consideration should be taken when completing this part of the form.

If you have been out of paid employment for a long time or are in education, your job history maybe less important, and you should include other responsibilities and experience you have had recently.

Complete all sections of the form and after completion, check carefully for mistakes before submitting your application form.



# UK Health Security Agency

## **Referees**

We require a three year employment history check. This is normally completed via references. Therefore you must ensure you have provided the contact details of referees (including email address) who can confirm employment during the previous three years, including gaps in employment of more than a month.

We require at least three referees who can confirm your suitability of character and ability to undertake the role. You may supply in addition contact details of previous employers HR departments who may only be able to confirm dates of employment.

## **Declaration**

Please read your completed form carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment. If you are appointed, and false declarations or omissions are subsequently discovered, this may lead to disciplinary action against you.

## **Equal Opportunity Monitoring Form**

The UK Health Security Agency recognises that discrimination is both unlawful and unacceptable and is committed to being an equal opportunities employer. Equal opportunities are about ensuring all employees receive equal access in relation to recruitment, promotion, training or services.

All stages of the recruitment process are monitored. We ask you to assist us in this monitoring by completing the recruitment monitoring form. The people involved in the selection process will not see it. It is voluntary and failure to complete will not prejudice your application.

## **Disabilities**

Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

## **Job share**

Job sharing is acceptable as an alternative to full-time employment. Job sharing is a formal arrangement whereby two or more employees share all the duties and responsibilities for the effective performance of a full-time post. The pay and conditions of service that apply to the post are divided between the sharers in proportion to the amount of time each works.

Job sharing allows greater flexibility for you to match your work to other needs / commitments. The advertisement will state if a post is available for job sharing.