



Guidance Notes for Applicants

Thank you for your interest in our vacancy. Please complete the enclosed application form in full as CVs alone are not accepted. The following notes are intended to assist you in the application process.

The Application Form

The Application Form is a key part of the selection process and the decision to shortlist you will be based on the information you provide. It is important that you make sure you complete all of the sections and if any are not applicable to you then write 'not applicable'.

If you use any additional or separate sheets of paper, make sure you clearly write your name at the top of the sheet and attach it to the application form.

Completing the Application Form

Complete the form in black ink or type as the form will be photocopied. It is important that you read the job description, person specification and these notes carefully before completing the Application Form.

Please ensure that you include the role title and reference number of the post that you are applying for.

We cannot make assumptions about your achievements and abilities, so it is vital that you make clear on the Application Form how you feel you match the requirements of the role. Examine the content and duties within the role description and the skills experience and knowledge in the person specification carefully. The essential criterion within the person specification is the essential minimum level for the role. The desirable list is the desirable criteria that a candidate ideally should possess, but these are not essential.

In the additional information section you should address each point on the person specification, providing information, examples and evidence to illustrate how you feel you meet the criteria for the role. For example, if the person specification states "able to us initiative and work unsupervised" it will not be sufficient to say "I can work unsupervised and show initiative". You must quote examples of you work and/or experience which illustrate these abilities. It can be helpful to mention any relevant experience acquired outside work such as community, voluntary or leisure interests.

Supplementary sheets of A4 may be provided if required. CVs alone will not be accepted but may be included to provide additional detail, ensuring that it is in a format clearly referenced to the person specification.

Completed application forms should be sent by the advertised closing date to:

Ben.thompson@anglingtrust.net

Electronic applications are encouraged however written applications are accepted and should be sent to:

Ben Thompson
Angling Trust, Strelley Hall, Main Street, Strelley, Nottingham, NG8 6PE

Please note if you do not receive any correspondence concerning your application within three weeks of the closing date, please assume your application has been unsuccessful on this occasion.

Shortlisting and Interviews

A variety of selection methods may be used to assess whether candidates meet the requirements of the role.

If you are invited to attend the next stage of the selection process and require any adjustments to be made to the interview arrangements, please notify us on the additional information section on the Application Form. We will do all we can to accommodate you.

Applicants with a Disability.

Disability does not prevent prospective applicants from consideration for a role and applications are encouraged from disabled people who meet the role requirements.

Applicants with a disability who meet the essential criteria of the Person Specification of a role are guaranteed an interview. Please complete and return the Equal Opportunities Monitoring Form. Please indicate in the additional information section whether any specific arrangements need to be made for you to attend interview.

References

It is the Angling Trust's policy to take up references for the successful candidate. Offer of a role will be subject to the receipt of satisfactory references. One of the referees must be your present, (or if unemployed) your most recent employer/line manager.

References will not be accepted from relatives or from people writing solely in the capacity of friends. Both your referees should be able to comment on your suitability for the role for which you have applied.

Rehabilitation of Offenders

The Angling Trust requires all applicants who are offered roles that involve access to children and vulnerable adults will be subject to a criminal records check through the Disclosure & Barring Service (DBS) before an offer of employment is confirmed. This is in accordance with the requirements of Sections 4 (2) of the Rehabilitation of Offenders Act. This includes declaring details of cautions, reprimands and final warnings, as well as convictions, which for other purposes are spent under provisions of the Act.

A DBS certificate is a document containing information held by both the police and government departments. It will be used by the Angling Trust to make

recruitment decisions, ensuring that we do not deploy people with a conviction or history which would make them unsuitable for the role we are trying to fill. The Disclosure will be provided to the Angling Trust, with the successful applicant's authorisation, by the Disclosure & Barring Service (DBS), an executive branch of the Home Office.

There are three types of Criminal Records Disclosures available from the DBS:

- Basic – this will contain details held in central police records which are not “spent” under the terms of the Rehabilitation of Offenders Act 1974;
- Standard – As well as the above this will reveal whether a person is barred from working with vulnerable adults, this information had previously been held by the Department of Health
- Enhanced – As well as the information for a standard disclosure this may also reveal non-conviction information from local police records which a chief police officer considers may be relevant in connection with employment.

An Enhanced Disclosure will only be applied for in respect of successful candidates. Having a conviction will not necessarily prevent a candidate from obtaining a role with the Angling Trust. Criminal records will only be taken into account for deployment purposes only and this will depend on the circumstances and background to any offence. The Angling Trust aims to promote equality of opportunity and welcomes applications from diverse candidates.