

Application Process

Thank you for your interest in working for PIPS. We would like you to have the best possible chance of gaining the right job within our organisation, so these guidance notes are here to help you through the application process. You are also advised to read the job description and person specification for each particular vacancy very carefully before completing an application as the decision whether to short list will be based on the information provided in your application. Please do not include a Curriculum Vitae (CV) with your application.

The Application Form

Either download the application from the PIPS website and print off to complete in **BLACK** ink or download and complete electronically using a Microsoft Word Package. Do not complete in block capital letters.

Please complete all sections of the Personal Details Section. If completing electronically click on the yes or no boxes to complete.

Ensure you complete the Employment History section of the application form fully. This section should include all of your previous posts including any voluntary posts or work experience. Provide dates of all employment with the most recent one first and work backwards to leaving school. If you do not know the exact dates of your previous employment, please use the first day of the relevant month i.e. 01/01/2012. Please also account for any gaps in employment in the appropriate section.

Please make sure you are clear which qualifications you have. For instance, please do not just write NVQ, tell us what the subject is too. Also, if you have started a course and not completed please list it with a to date as ongoing.

Supporting Information

The Supporting Information section of the application form is for you to provide additional information about yourself that you feel is relevant to the post for which you are applying and not already been mentioned. This is your chance to promote yourself and to provide evidence that you match the criteria of the post that you are applying for.

Please read all provided information thoroughly first including the job description and person specification, these will help you understand the role and what we are looking for. The job description provides information about the purpose and the main duties and responsibilities of the post being advertised. The person specification provides information about the characteristics that are either essential or desirable to perform the duties in the job description i.e. skills, experience, abilities etc. Please pay particular attention to this section giving full reasons as to why you feel you are suitable for the post. Please do not just copy and paste in your CV.

References

Please fully complete the References section fully giving the name of two people who wish to provide a reference for you; the first should be your current or most recent employer. The other must be from someone who is able to comment on your aptitude for the post. If you are currently out of paid, or have never been employed, you need to name someone who knows you well who is able to

comment on your suitability for the post that you have applied for e.g. teacher, tutor etc. This must not be a friend or relative.

All references may be requested before the interview. If you do not wish us to approach your referees before interview please indicate and we will comply with your request. If you are successful, references will be taken up with your permission before any appointment is confirmed and all offers are subject to the receipt of satisfactory references.

It is always advisable to ensure your references know that you have used their names before we contact them to obtain references. If possible it is essential that you provide us with a valid email address for your references as, where possible, correspondence will be sent via email.

Disclosure

The Rehabilitation of Offenders Act 1974 is the law that protects people with criminal records when entering employment. However, the work for which you are applying for with PIPS involves direct contact with people who are considered vulnerable and therefore the Rehabilitation of Offenders Act does not apply to this position. If shortlisted, during the interview process you will be asked to declare and discuss any convictions, cautions or bind-overs or pending prosecutions you may have recorded against you even if you would otherwise consider them 'spent'.

If you are offered employment, PIPS will require you to apply for An Enhanced Disclosure and Barring check. It is used by employers to make safer recruitment decisions. If offered employment PIPS will cover the cost of the DBS check.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the post you are applying for and the circumstances and background of the offence(s).

Declaration

Please read the declaration statement carefully and if you are satisfied with the accuracy of the content please sign and date in the area provided. Deliberately providing false or inaccurate information or deliberately omitting to provide information requested could result in your application being withdrawn. If this becomes apparent after an offer has been made, the offer may be withdrawn. If this only becomes apparent after commencement of employment in post, this could result in dismissal.

Please email the completed application form and monitoring information sheet to admin@pips.support . If you have any queries please contact us on 01642 374993 or email admin@pips.support

What happens next?

If you are successfully shortlisted you will be contacted by email, you can usually expect to hear from us within --- weeks of the application closing date. Unfortunately due to the number of applicants we cannot contact unsuccessful applicants.

If you are successfully shortlisted for interview and you have any special requirements or arrangement for interview please do not hesitate to contact PIPS on 01642 374993 or email admin@pips.support

Thank you for your interest in this post with PIPS.