



The Children's Centre
Children, Young People and Families First

JOB APPLICATION FORM – NOTES FOR APPLICANTS

NOTES

- Please read all of these notes before completing this application.
- As this application may be photocopied, please complete the form in **BLACK INK** or **TYPESCRIPT**.
- Applications will only be considered from candidates who meet the essential criteria outlined in the Job Description. Please relate your application to the job details that have been provided.
- To ensure a fair and effective selection procedure, applications will only be accepted on an official application form, accompanied by an up-to-date CV.
- The Children's Centre will acknowledge receipt of all applications. You should expect to hear if you have been selected for interview within four weeks of the closing date.

EQUAL OPPORTUNITIES POLICY

The Children's Centre is an equal opportunities employer and takes a range of measures to achieve this aim.

We aim to ensure that no job applicant will be treated unfavourably on the grounds of: marital status, disability, race, colour, ethnic or national origin, religion, sexuality, class, income, caring responsibilities, age, home locality, or any other factor that can form the basis of discriminatory behaviour.

CRIMINAL CONVICTIONS

The job for which you are applying involves substantial opportunity for access to vulnerable adults and/or children and young people and is therefore exempt from the Rehabilitation of Offenders Act 2001.

You are required to declare any convictions or cautions you may have even if they would otherwise be regarded as "spent" under this Act.

The disclosure of a criminal record will not debar you from appointment unless it is considered that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and other factors which may be relevant including appropriate considerations in relation to the Charity's Equal Opportunities Policy.

The information you give will be treated in the strictest confidence. The organisation is entitled, however, to check with the Manx Police and the Criminal Records Bureau for Disclosures into the existence and content of any criminal record of the successful applicant.

Failure to declare a conviction may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

If you would like to discuss a conviction you have in relation to applying for any post, and wish to ask for advice in confidence, you should telephone the Human Resources Department on 01624-676076.