

Guidance Notes for Applicants

Thank you for your interest in working for Horizon Care and Education Ltd. **Our decision to invite you to an interview is based on the information you provide on the application form. Therefore it is important that you complete the application form correctly, including as much relevant information as possible.**

The following notes will help you make the best of your application.

General points

- Be sure to fill in the position applied for as this ensures that you are to be considered for the right post.
- We do not accept CV's so please do not omit to complete the whole the form.

Eligibility to work in UK

- Under the Asylum, Immigration and Nationality Act 2006 we are required to obtain and copy documentation proving an employee's right to work in the UK. By completing and signing this section you understand that you must be able to provide the required documentation should your application be successful.

Education, Training & Qualifications

- As some jobs require no formal qualifications, do not be put off if you have nothing to write in this section.
- As well as telling us about the exams that you have passed, you should also include information about any relevant courses that you have completed.
- Include all relevant qualifications and training which may be part-time as well as full-time. If you have mentioned that you have qualifications **you must provide copies of all certificates.**

Employment History

- As part of our safer recruitment process, the form asks you to give details, to the nearest month and year, of previous jobs held, and **account for any gaps in your employment record since leaving secondary school.** Please ensure your employment history is completed in full otherwise your application cannot be considered.
- Some people will have developed relevant skills through part-time or voluntary work. If you include any voluntary work, list the name and address of the group(s) involved.

Relevant Experience/Skills

- This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, please refer to the job description and person specification.
- Here it is essential to relate your experience to the information given in this document by giving specific examples. 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.
- 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.

References

•Please ensure you provide the full contact details of your referees. If you are appointed, we will need to contact them to obtain a reference and to verify the reference once received.

•Professional/Employment – please provide the names and contact details of at least **TWO** referees who are known to you in an employment/professional relationship. **You should include your Manager from your current/most recent employment and employment immediately prior to that.** Please be aware that your referees will be asked whether you have been the subject of any safeguarding concerns.

Criminal Convictions

•Whilst some Head Office roles only require you to disclose unspent convictions, all roles in our schools and homes require you to disclose unspent and/or safeguarding offences, criminal convictions, cautions, reprimands or warnings under the under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. Please complete the section carefully and should you have any queries, please contact our HR Department or the Disclosure and Barring Service (DBS) website.

•In the event of employment, any failure to disclose such information could result in disciplinary action or dismissal from the company, so it is important you fill this out carefully and accurately.

•Having a criminal record does not automatically prevent you from being considered for a job as we will take into account all the necessary details and their relevance to the job. If you are shortlisted, this will be discussed with you at the interview.

•You can now, if you wish to, subscribe to the DBS's "update service". This means that your DBS certificate will become portable to another employer when you change jobs. You can subscribe to the service once your new certificate arrives for a subscription fee which is directly payable by you to the DBS and will enable us to carry out a "Status check". In most cases, this would enable you to start employment with us more quickly. If you have already subscribed to this service and are shortlisted for interview, please bring in your DBS certificate alongside your unique reference number so that we carry out a status check.