

# Instructions for making an employment application



If you would like this job pack in larger print, audio tape, braille, alternative format or in a different language, please contact the HR Team on 01603 706000 and we will do our best to help.

## NPS Policies

Please read the “Notes about the employment application process at NPS” on the following pages before you make your application.

## Method of Application

The easiest method of making an application is to complete the Job Application Form and attach this document to an e-mail. The correct e-mail address will be given in the job advertisement. Please change the filename to one that includes the post number and your name. Ensure that you send the e-mail before the stated deadline, and don't forget to attach the completed form.

The boxes that say “(Please select)” are pull-down menus. To indicate your answer, click on the words “Please select” and then click on your preferred choice. Other boxes are blank and you can type in your response. If you need to provide any additional information (for example if your personal statement in section 9 is more than 4,000 characters long) then write it in a separate document that can be e-mailed with the completed application form.

As an alternative, you can contact the HR Team by post or telephone to obtain a hard-copy application form. Complete it using black ink to facilitate photocopying, and send it to the HR Team address indicated before the deadline stated in the advertisement.

## Data Protection

The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation. All records from the recruitment process will be held for 6 months, after which they will be destroyed, (except for those of the successful candidate).

## Interview Process

If an applicant is selected for interview, they will be given appropriate notice. We will send details of the date, location, time, and members of the interview panel. We will also advise candidates of any additional tests that will be carried out (e.g. psychometric, typing, CAD etc.)



# Notes about the employment application process at NPS



## Equal Opportunities in Employment

NPS Group has a policy that seeks to ensure all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The sex, trans-gender status, marital status, civil partnership status, race, ethnic origin, colour, nationality, national origins, disability, sexual orientation, age or perceived age, religion or belief of an applicant or employee does not affect the employment opportunities made available, except as permitted by legislation.

## Guaranteed Interview Scheme



NPS Group is committed to the employment and career development of disabled people. To demonstrate our commitment we use the Disability Symbol, which is awarded by the Job Centre Plus. As a symbol user, we guarantee an interview to anyone who declares a disability, and has demonstrated in the supporting information that they meet the minimum essential criteria for the post.

The Disability Discrimination Act (DDA)1995 defines disability as follows:

*A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.*

The Act sets out the circumstances in which a person is "disabled". It says you are disabled if:

- You have a physical or mental impairment
- This has an adverse effect on your ability to carry out normal day-to-day activities
- The adverse effect is substantial - the adverse effect is long-term (meaning it has lasted for 12 months, or is likely to last for more than 12 months or for the rest of your life).

Examples of conditions covered include (please note this is not an exhaustive list):

- Physical and sensory impairments: epilepsy; multiple sclerosis; blindness; cerebral palsy; heart disease
- Mental impairments: schizophrenia; bi-polar disorder; some learning difficulties
- Progressive conditions: cancer; multiple sclerosis; muscular dystrophy; HIV infection

If an applicant wishes to take advantage of our guaranteed interview scheme, they should complete section 12 of the job application form below. Section 12 also allows applicants to let us know if they would like us to provide any particular assistance for their interview. This helps to ensure that we do not create any barriers in our selection process, and helps us implement our equal opportunities policy effectively.



## Proof of Identity

The applicant will be required to provide proof of identity through producing their birth certificate or passport. In addition, documentation regarding any change of name will need to be produced (e.g. marriage certificate).

In accordance with the requirements of the Asylum and Immigration Act 1996, all prospective employees will be required to produce evidence to verify their entitlement to work in the UK. Subsequent to the selection process, any of the following documents would be satisfactory evidence:

- HMRC form P45 "Details of employee leaving work"
- Payslip from a previous employer
- HMRC form P60 "End of Year Certificate"
- National Insurance Number card.

For prospective employees who are subject to immigration control, the necessary work permit or documentation must be obtained prior to employment being made.

## References

Referees must be people who can comment authoritatively on the applicant's personal and professional competence, and must include their current or last employer. If this is not possible, a suitable alternative would be a previous employer, business associate, leader/organiser of a voluntary organisation, or a school/college teacher. Please include the telephone numbers of referees.

If the applicant would prefer that references are not taken up at the interview stage of the recruitment process, they should indicate this on their application form.

If unsatisfactory references are received, the offer of employment may be withdrawn or employment terminated.

## Pre-Employment Medical Information

The successful applicant will have to complete a Medical Enquiry Form before appointment, and may be required to have a medical examination before the appointment can be formally offered.

## Disclosure of Criminal Convictions

As an equal opportunities employer, NPS Group undertakes to treat all applicants for positions fairly and equitably. The importance of equality of opportunity for all is recognised, as are the benefits of having diversity of talent, skills, and potential. As such, NPS welcomes applications from as wide a range of applicants as possible, including those with criminal records.

All candidates will be selected for interview on the basis of their skills, qualifications, and experience in relation to the requirements of the job. Individuals are assured that the presence of a criminal record will not necessarily exclude them from employment with NPS Group. Any criminal background will be assessed by reference to the circumstances and nature of offences, and how these relate to the nature of the position.



Applicants are encouraged to provide details of a criminal record at an early stage in the application process. It is requested that this be sent in a sealed envelope to the HR Team, who will use this information only for assessment of suitability for the position being applied for.

Applicants are required to state in section 11 of the job application form (below) whether or not they have any convictions, other than those regarded as “spent” under the provisions of the Rehabilitation Offenders Act 1974. The exception is for positions that are defined as being exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001, in which case the applicant’s entire criminal record (including spent convictions) must be declared. Where this the case it will be made clear in the recruitment literature.

Any information given will be treated in complete confidence. Failure to reveal information that is relevant to the position sought will lead to the immediate withdrawal of any offer of employment.

## **Criminal Records Bureau (CRB) Checks**

For some posts and contracts, we may require the applicant agree to NPS making an application for a Standard or Enhanced CRB check. If this is the case it will be made clear in the recruitment literature and disclosure information from the Criminal Records Bureau will be used to assist in assessment of their suitability.

In so doing, we undertake not to discriminate without justification against any subject of a disclosure on the basis of conviction or other information revealed through the disclosure process. A satisfactory CRB check result will be an essential minimum requirement for some positions within NPS Group. Any information revealed in a CRB disclosure that gives us cause for concern will be discussed with the individual before any conditional offer of employment already made is withdrawn.

