

GUIDANCE TO HELP YOU COMPLETE YOUR APPLICATION

Please read this guidance carefully before completing your application.

We will not be able to provide feedback on applications from candidates who are not short-listed.

GENERAL

- Either type directly onto the application form or print out and complete the form in black ink only.
- It is **GMB's** policy not to accept or consider CVs that are attached to applications.
- Applications received after the closing time/date will not be considered. If you want an acknowledgement that your application has been received, please ask for this when submitting it. GMB cannot be held responsible for applications that miss the deadline for reasons that are beyond its control.
- Applications that are incomplete will not be considered. Please ensure you have completed all sections of the application form prior to submission.

YOUR APPLICATION

- A. Use this section to provide details of your current role and previous roles. If you have no previous employment, write 'none'.
- B. Use this section to provide details of other experience that may be relevant to the post e.g. voluntary work, community work, trade union activities etc.
- C. Use this section to provide details of your education and or training etc. that you have acquired and which would help you in the post, starting with the most recent first. You should also provide details of any relevant professional qualifications or memberships you may hold or learning you are currently undertaking. Please note that you may be required to provide evidence of qualifications you cite in support of your application.
- D. Candidates are advised to read the Job Description and Person Specification before writing their supporting statement because this will be considered against the Person Specification as part of the shortlisting process. Selection for interview is based solely on the information that you provide in your application form, and requires you to clearly set out and evidence how your knowledge, skills, experience and abilities etc. make you suitable for the post. To translate your knowledge, skills, experience and abilities into written evidence to support your application, you must address each part of the Person Specification:
 - In order,
 - Using the criteria in the Person Specification as headings,

- Writing clear supporting statements that clearly demonstrate how far you meet each one (e.g. by using examples) and
- Not using more than 3 sides of A4, Arial font size 11.

The examples you choose can be from previous jobs, volunteering, training etc. The most important thing is that they show the shortlisting panel how far you meet each role requirement. It will not be sufficient to simply tell the panel e.g. 'I have experience of...', 'I am committed to...' or 'I am able to...' etc.

- E. If you are conditionally offered a position with GMB, we will approach your referees as part of the pre-employment checks. Please provide the names and contact details for your two referees. The first should be your current or most recent employer and the second should be someone who has known you in a professional capacity and can suitably comment on your suitability for employment. If you have not worked you may wish to give the names of teachers, lecturers or other professionals who are able to comment. Your referees should be able to verify and substantiate the evidence provided in your application. We do not accept references from friends or relatives. All positions are offered on the condition that GMB receives references that are satisfactory to the organisation.
- F. In order to comply with the law under Section 8 of the Asylum and Immigration Act 1996, GMB requires evidence of your eligibility to work in the UK. If you are selected for interview, you will be required to provide evidence (e.g. your passport, birth certificate, work permit etc.). GMB will make a copy of the original documents and retain in line with Data Protection.
- G. You are required to give details of 'unspent' convictions and pending convictions. A 'spent' conviction is when you have been convicted of an offence but not convicted again within a specified time. A conviction becomes spent after a certain length of time, which varies according to the sentence and your age at the time of the conviction. GMB will not discriminate against ex-offenders. If you have previous convictions this will not automatically prevent you from getting the job. We consider how previous convictions could affect the job you are applying for.
- H. If you are successful, the application form and supporting documents etc. will be retained on file, securely and confidentially. If you are unsuccessful, the application form and supporting documents will be stored securely and confidentially for 6 months after which time, they will be destroyed.

If you give false or misleading information on your application form, it will be rejected. If you gain employment with GMB by making such statements, you will be liable to action which could result in your dismissal.

EQUAL OPPORTUNITIES MONITORING FORM

GMB is committed to equality in employment. Our aim is to ensure equality for all existing and prospective employees and to not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, or disability.

In order to assess how successful this policy is, we monitor all prospective and existing employees on the protected characteristics mentioned above. We would therefore be grateful if you would complete the questions on this form.

COMPLETED FORMS

The completed Application Form and Equal Opportunities Monitoring Form should be emailed (by the closing date and time) to the contact specified in the advert.

We look forward to receiving your completed application in due course.