

## GUIDANCE NOTES FOR APPLICANTS

### *PLEASE READ THESE NOTES BEFORE YOU COMPLETE THE APPLICATION FORM*

1. trainpeople.co.uk Ltd. (hereafter trainpeople) aims to implement fair and effective employment policies to ensure that the best people are employed and retained by trainpeople.
2. trainpeople is an Equal Opportunities employer. trainpeople will ensure as far as possible that no job applicant or employee receives less favourable treatment on the grounds of sex, race, disability, age, sexual orientation, religious belief, gender reassignment, pregnancy and maternity, marriage and civil partnership or any other factor irrelevant to the job.
3. If you have a disability and wish to enquire about the requirements of the job in relation to your disability or notify any reasonable special arrangements required to assist you in attending and undertaking the interview, please contact the H.R. Department. In order to meet our obligations under the Disability Discrimination Act we will discuss at interview any special needs you may have and the reasonable adjustments which may be necessary in order to help you to do the job you have applied for.
4. The application form has two parts. The first part is a form entitled “Personal Details and Equal Opportunities Monitoring Form” which provides personal information required by the H.R. Department to contact candidates selected for interview. This first part will not be seen by those who shortlist and will only be made available to the manager on the Interview Panel for contact purposes. It is also used for completion of the confidential personal record of the successful candidate and the monitoring of the Equal Opportunities in recruitment.
5. The second part is the main application form entitled “Application for Employment” which is used for short listing and interview purposes.

When completing the ‘Application for Employment Form’ please remember:

- By returning the Form to trainpeople you are confirming that all information given is accurate and correct to the best of your knowledge and belief.
  - trainpeople may check any of the details provided by you.
  - Deliberately giving false or incomplete answers could disqualify you from consideration or, in the event of your appointment, make you liable to dismissal without notice.
  - Canvassing Employees of trainpeople, directly or indirectly in conjunction with this application, will disqualify the candidate.
  - You must be eligible to work in the United Kingdom. If you are not a British or European Community Citizen and need a work permit to work in the UK, you must tell us when you apply. If you are the successful person you may not start work until you obtain a valid work permit.
6. Some posts may involve access to children and or vulnerable adults and these will be subject to checks with the Criminal Record Bureau (CRB). The advert and supporting documentation will confirm if checks are to be made and you should refer to ‘Guidance Notes for Applicants – Rehabilitation of Offenders Act 1974’ for further details.
  7. The Application Form must be completed in full. A Curriculum Vitae **WILL NOT** be accepted as part, or instead of your application.
  8. It is important that you use the space provided to explain how your skills, abilities, experience and qualifications compare with what we are looking for in the job. Please read the Job Description, Advertisement and any other information supplied carefully and we recommend preparing draft

statements before filling in the form. If you are unsure as to how to complete the forms for any reason, please contact our Head Office (T: 01738 446 110) and ask for the Recruitment Manager.

9. Please complete the application form as accurately as possible. Make sure you check the dates and details of Education, Training and Qualifications, as well as employment details and previous appointments.
10. Give examples and evidence to show why you think you have the right qualities for the job. Don't just say, "I have experience in....." Give details of what you did and how you did it. Use positive statements about what you did. You must support what you say with examples of what you have done. Not all of your skills and experience may match but may be transferable to the duties of the job. Explain how you think your skills may be relevant as fully as possible. You should consider any relevant skills or experience gained outside full-time work, for example, you may have considerable responsibilities at home, or organise activities socially, at work or within the community.
11. We will not normally acknowledge receipt of your application unless you specifically request us to do so. We also have a Policy of not notifying applicants who have not been selected for interview.
12. The procedure, after the closing date for application has passed will normally be carried out in accordance with the following procedure:
  - The H.R. Department will check forms and remove the Personal Details and Equal Opportunities Monitoring Form from the Application for Employment Form and send it to the appropriate manager.
  - Short listing is based solely on information given in the Application for Employment Form.
  - Short listed candidates will be invited for interview and advised in writing of details of date, time, location etc. If you have provided an email address this may be used to contact you instead of a letter through the post.
  - Short listed candidates may be required to bring original copies of Examination Certificates, Training Certificates and/or personal references to interview.
  - Employment References for the potential successful applicant will only be sought if permission is given in Section 6 'Referees' of the Application for Employment Form.
  - Internal applicants should provide the name of their current line manager in Section 6 'Referees' of the Application for Employment Form and internal references will be taken up.
13. If you feel you have been unlawfully discriminated against, please write to the address below within 2 months of the action giving rise to the complaint. Every complaint will be investigated and you will be advised of the outcome.

Head of Human Resources  
trainpeople.co.uk  
Arran House  
Arran Road  
PERTH  
PH1 3DZ

14. Internal applicants MUST inform their line manager of their intention to apply prior to submitting an application.
- 15: **This application form should be returned to: [jobs@trainpeople.co.uk](mailto:jobs@trainpeople.co.uk) or alternatively by post to:**

**FAO: Recruitment Manager**  
**trainpeople.co.uk**  
**Arran House**  
**Arran Road**  
**PERTH**  
**PH2 7BN**

## PERSONAL DETAILS

POSITION APPLIED FOR		VACANCY REF NO.	
FORENAME		SURNAME	
ADDRESS LINE 1			
ADDRESS LINE 2			
CITY			
POST CODE			
HOME TEL NUMBER.		MOBILE NUMBER.	
E-MAIL ADDRESS			

How did you become aware of this vacancy?	
Are you currently employed by trainpeople.co.uk?	

## EQUAL OPPORTUNITIES MONITORING FORM

**OPTIONAL** – trainpeople is an equal opportunities employer and for equality and diversity purposes aims to record and monitor the diversity of its workforce and applicants. Applicants are therefore invited, but not required, to complete the following section:

GENDER	
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DATE OF BIRTH		AGE	
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I WOULD DESCRIBE MY ETHNIC ORIGIN AS: (Please place an 'X' in the relevant box)				
Mixed white & black Caribbean		Pakistani		Any other black background
Mixed white & black African		Bangladeshi		Chinese
Mixed white & Asian		Any other Asian background		White British
Any other mixed background		Caribbean		White Irish
Indian		African		White other
Other (Please Specify)				

**THE DISABILITY DISCRIMINATION ACT DEFINES DISABILITY AS STATED BELOW:**

*“A person has a disability if he or she has a physical or mental impairment that has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities.”*

Based on the above, do you consider yourself to have a disability?	
If YES, please state what the disability is.	



**SECTION 3 – EMPLOYMENT DETAILS**

PLEASE ENTER YOUR PRESENT, OR IF UNEMPLOYED, MOST RECENT JOB FIRST:

JOB TITLE (1)	EMPLOYERS NAME	FROM	TO	NOTICE REQUIRED
<b>BRIEF DESCRIPTION OF DUTIES:</b>				<b>REASON FOR LEAVING</b>
				<b>SALARY</b>

JOB TITLE (2)	EMPLOYERS NAME	FROM	TO	NOTICE REQUIRED
<b>BRIEF DESCRIPTION OF DUTIES:</b>				<b>REASON FOR LEAVING</b>
				<b>SALARY</b>

JOB TITLE (3)	EMPLOYERS NAME	FROM	TO	NOTICE REQUIRED
<b>BRIEF DESCRIPTION OF DUTIES:</b>				<b>REASON FOR LEAVING</b>
				<b>SALARY</b>

JOB TITLE (4)	EMPLOYERS NAME	FROM	TO	NOTICE REQUIRED
<b>BRIEF DESCRIPTION OF DUTIES:</b>				<b>REASON FOR LEAVING</b>
				<b>SALARY</b>

JOB TITLE (5)	EMPLOYERS NAME	FROM	TO	NOTICE REQUIRED
<b>BRIEF DESCRIPTION OF DUTIES:</b>				<b>REASON FOR LEAVING</b>
				<b>SALARY</b>

**SECTION 4 – SUPPORTING INFORMATION**

**Please give details of any experience, achievements and any other information in support of your application for this vacancy. Please only use the space provided.**

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<b>Do you hold a current full driving licence?</b>	
<b>Do you have any endorsements?</b>	
<b>If YES, please give details</b>	

**SECTION 5 – REFERENCES**

Please give the names and addresses of two referees, one of which must be your most recent employer. If you are in or have just completed full time education, one reference should be from your school or college. References from friends / relatives will not be accepted.

REFERENCE 1		REFERENCE 2	
Name		Name	
Job Title		Job Title	
Address		Address	
Tel. No.		Tel. No.	
E-Mail		E-Mail	

References will not be requested until an offer of employment has been made. Please mark the box with an 'X' to confirm that you give your permission for trainpeople to contact your referees.

I give permission for trainpeople to contact the references listed above.	
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**SECTION 6 – CRIMINAL CONVICTIONS** (Your post may require a CRB check. You will be advised of this, if applicable, at interview.

Have you any criminal convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?	
If YES, please briefly describe the offence(s).	

**SECTION 7 – DECLARATION**

The information I have provided is correct to the best of my knowledge and belief. I understand that deliberately giving false or incomplete answers would disqualify me from consideration or, in the event of my appointment, make me liable to dismissal without notice.

NB: Canvassing of members or officers of trainpeople directly or indirectly in conjunction with this application will disqualify the candidate.

SIGNED		DATE	
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This application form should be returned to: [jobs@trainpeople.co.uk](mailto:jobs@trainpeople.co.uk) or alternatively by post to:

FAO: Recruitment Manager  
trainpeople.co.uk  
Arran House  
Arran Road  
PERTH  
PH2 7BN

## GUIDANCE NOTES FOR APPLICANTS – REHABILITATION OF OFFENDERS ACT 1974

This information has been provided to offer guidance when completing Section 6 of the application form ‘Criminal Convictions’. You should read this information fully before completing the section.

trainpeople has made a commitment not to discriminate against ex-offenders and if you have to disclose any previous convictions this will not automatically exclude you from the selection process. Former convictions will only be considered and taken into account where relevant to the role.

### What is a ‘Spent’ Conviction?

The Rehabilitation of Offenders Act 1974 states that if someone has not been convicted again during a specified rehabilitation period, their conviction is deemed to be ‘spent’. A spent conviction need not be disclosed on your application form. If, however, your conviction has not been spent, you must disclose it on your application form.

### How long are Rehabilitation Periods?

A conviction becomes spent after a certain length of time and these changes with both the sentence and your age at the time of your conviction. Below are some examples:

Sentence	Period of good conduct needed for a conviction to become spent.
* 6 months to 2.5 years imprisonment or Youth Custody Sentence	10 years
* Less than 6 months imprisonment or Youth Custody Sentence	7 years
* A Final Community Service Order	5 years
An Absolute Discharge	6 months
Dismissal from HM Forces	7 years
Borstal	7 years
Probation Order, Conditional Discharge or Bound Over	1 year, or until the Order expires (whichever is longest)
A Fine	5 Years

- The Rehabilitation periods are halved if the offender was under 17 at the time the offence was committed.

If you have previous convictions for which the specified rehabilitation period is not yet expired **you must** declare these convictions on your application form. Sentences exceeding 2.5 years (30 months) are **NEVER** spent. It is the sentence imposed by the Court that counts (even if it is a suspended sentence), not the actual time in prison.

Any information given will be treated as strictly confidential and used only in connection with the application.

### Where can I get further advice?

If you are unsure whether you have to declare a previous conviction you should contact; your local Probation Office, the Citizens Advice Bureau, your Solicitor or consult the Home Office Publication ‘A Guide to the Rehabilitation of Offenders Act 1974’.

Further information about the CRB can be obtained from [www.crb.gov.uk](http://www.crb.gov.uk) or [www.disclosure.gov.uk](http://www.disclosure.gov.uk)