

GUIDELINES FOR APPLICANTS

Thank you for requesting an Application Pack

Your pack contains:

- Application Form
- Personal Information Form
- Equality and Diversity Statement and Monitoring Form
- Job Description and Person Specification
- Terms and Conditions of Employment
- Action Hampshire's Annual Report can be viewed on our website.

Please read these Guidelines fully before completing the application form.

Application forms must be completed in full as the shortlisting of candidates will be based solely on the content of this form. **Attention should be given to addressing the specific requirements of the role and person specification. We only accept application forms and not CVs.** If you need any assistance in completing the application form please let us know.

You are requested to complete your personal details on Form A. This will be detached from the application form when it is received and will not be made available to the shortlisting panel and will not form part of the selection process. This is to assist us in implementation of our equality and diversity policy.

Form B is designed to capture information that will enable us to monitor the effectiveness of our equality and diversity policy. It would be appreciated if you would complete this form which will also be detached from the rest of your application when it is received and will not form part of the selection process.

Asylum and Immigration Act 1996 Please note that to meet our legal obligations we require evidence to show eligibility of individuals to work in the UK. Therefore, if your application is successful you will be required to provide evidence prior to formally commencing work. Full details of the appropriate documentation can be read overleaf.

The closing date for receipt of completed applications is:

Monday, 29 May 2017 (12 midnight)

Please return your completed application forms either by e-mail to helena.kondziela@actionhants.org.uk or by post to the address at the end of the application form. Please mark the envelope '**Private and Confidential**'.

Thank you for your interest in Action Hampshire

Proof of your right to work in the UK

Please note that to meet our legal obligation under the Asylum & Immigration Act 1996, we need to ensure we have seen and checked documents to show that potential employees are eligible to work in the United Kingdom.

Therefore, if your application is successful, you will be asked to provide originals of the following documents prior to formally commencing work and copies placed on your personal file.

The relevant documents are as follows:

- A Passport showing you are a British Citizen (or have Right of Abode status)
- A Passport or National Identify Card showing you are a citizen of an EEA country
- A Passport or travel document endorsed to show you have indefinite leave to remain in the UK and are not precluded from taking this employment
- A UK Residence Permit to show you as a citizen of an EEA country
- A Work permit that is valid for the position (and linked to your Passport)

However if you do not have one of the documents outlined above then you will be asked to provide a combination of two (2) of the following documents – one document from List A **and** one document from List B.

List A

Please note that the document you select must contain your full name and your National Insurance number.

- A P45 or P60 issued by a previous employer
- A National Insurance card
- A letter from a Government Agency

Please note that temporary NI numbers (beginning with TN) are not valid for this purpose.

LIST B

As well as one document from List A you will need to provide one additional document from the following list:

- A full birth certificate issued in the UK (which includes the names of your parents)
- A birth certificate issued in the Channel Islands, the Isle of Man, or Ireland
- A certificate of registration or naturalisation stating that you are a British Citizen
- An Immigration Status document or letter issued to you by the Home Office indicating that you can stay indefinitely in the UK, or have no time limit on your stay
- A letter issued to you by the Home Office indicating that you can stay in the UK and that you are allowed to do the type of work that the Council is offering you
- An Immigration Status document issued to you by the Home Office with an endorsement indicating that you can stay in the UK and that you are allowed to do the type of work that the Council is offering you

Please note that if – for any reason – the names given on the two documents that you supply are not identical then you will also need to supply a third original document, to explain the reason for the difference. This could be a marriage certificate, divorce document, deed poll, adoption certificate, or statutory declaration.