



## **GUIDELINES FOR APPLICANTS – Head of VCSE Support and Engagement**

Please read these Guidelines fully before completing your application.

**Please send us an update to date CV and a cover letter (maximum 2 pages) detailing how you meet the specific requirements of the role and person specification.**

You are requested to also 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.

**Immigration (Restrictions on Employment) Codes of Practice and Amendment Order 2014** 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 below.

**The closing date for receipt of completed applications is:  
Wednesday, 20 April 2022 (midnight)  
Shortlisted candidates will be interviewed week of 25 April 2022.**

Please return your completed CV, cover letter and monitoring form by e-mail to [Rachel.Hurd@actionhampshire.org](mailto:Rachel.Hurd@actionhampshire.org)

**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 Asylum & Immigration legislation, 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 show originals of one /or a combination of the following documents at interview. If appointed copies will be 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 in the United Kingdom
- A Passport or National Identify Card showing you are a citizen of a European Economic Area (EEA) country or Switzerland.
- A Registration Certificate or document Certifying Permanent Residence issued by the Home Office to you as a national from an EEA country or Switzerland
- A Residence Permit issued by the Home Office to you as a national of an EEA country or Switzerland
- A current Biometric Immigration document issued to you by the Home Office indicating you are allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK.
- A current immigration status document issued to you by the Home Office with an endorsement indicating you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK together with an official document giving your National Insurance number and name issued by a Government agency or a previous employer.
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of your parents or adoptive parents together with an official document giving your National Insurance number and your name issued by a Government agency or a previous employer.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving your permanent National Insurance number and your name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving your permanent National insurance number and your name by a Government agency or a previous employer

If you do not have one of the documents outlined above then go to the full list at:

<https://www.gov.uk/government/publications/acceptable-right-to-work-documents-an-employers-guide>

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.

If you are unable to provide any of the documents listed above, you should contact Rosie Taylor, Officer Manger, before your interview on 01962 854971 or email [rosie.taylor@actionhampshire.org](mailto:rosie.taylor@actionhampshire.org)