

City Early Years and Childcare

Job Application Pack

A job application pack should always be prepared before advertising a vacancy

The job application pack is one of the first opportunities to present a professional impression to potential applicants. The pack should give a clear image of the vacancy and the organisation and should prominently set out your commitment to safeguarding children.

To ensure fairness it is important that a pack is sent to every person who enquires about the vacancy. The pack should be available in a number of different formats e.g. electronically as well as on paper.

The main purpose of the job application pack is to:

- Enable people to establish if they are suitable for the position
- Encourage applicants who are suitable for the post to apply.
- Deter unsuitable individuals from applying.

What to include in the job application pack

The documents to be included in the job application information pack should be checked before every recruitment exercise to ensure they are up to date.

The contents of the pack will vary according to the size and type of the organisation and may include:

- Introductory letter
- Application form
- Job description and person specification
- Self disclosure form - an invitation for applicants to disclose any criminal record
- Outline of the selection process
- Reference pro forma - example

To enable potential applicants to get a good insight into the setting and how it operates it is also good to include any additional information which may include:

- Aims of the organisation
- Safeguarding statement
- Newsletter

Introductory letter

The introductory letter should be printed on headed paper and provide the applicant with factual information regarding;

- **The job position** – it's purpose and its significance within the organisation.
- **The recruitment process** – include any significant dates, for example the closing date for completed applications forms, short listing and interview dates, how successful and unsuccessful applicants will be notified. Note: it is courteous and good practice to inform unsuccessful applicants at this stage.
- **How to apply** – include specific details on how applicants must complete the application form. Ensure applicants know that they must first read the essential criteria on the person specification and the duties on the job description to see if they are suitable for the post. If they feel they are, they must write specific examples on the application form demonstrating how they meet every single one of the essential criteria – as this is what the short-listing will be based on.
- **Contact** - details of who to contact for further information

Application form

For more details and an example template see our separate [Application form](#) factsheet

Job description

See our separate [Job description and person specification](#) factsheet

Person specification

See our separate [Job description and person specification](#) factsheet

Reference pro forma

See our [pre-employment checks](#) factsheet

Self Disclosure form

Under the Exceptions Order to the Rehabilitation of Offenders Act 1974 employers are entitled to ask applicants of paid or voluntary work with children to disclose any criminal record they may have.

The self-disclosure form should ask applicants to provide details of any convictions, cautions or bind-overs they have accrued, including details of any that would be regarded as spent under the Rehabilitation of Offenders Act in other circumstances.



The disclosure should be provided in a separate, sealed envelope marked 'Confidential - disclosure'.

There are a number of reasons for this policy:

- It ensures applicants are aware that the employer is entitled to this information and gives them the opportunity to flag up information in a confidential way.
- It is part of the process of deterring unsuitable candidates; it shows that safer recruitment is taken seriously.
- Having a signed statement means that if the successful candidate has deliberately lied about having a criminal background it is easier to take action against them.

Outline of the selection process

It is important to include some information explaining how you will make your decision on whom to appoint. This could be a copy of your recruitment and selection policy or a paragraph that includes the following:

- **Criteria** – refer to the essential and desired criteria on the person specification and explain that the essential criteria must be met in full. This will include qualifications, experience and any other requirements needed to perform the role in relation to working with children and young people.
- **Testing** – explain how the candidate's suitability to work with children and fulfillment of the requirements will be tested and assessed during the selection process, for example a practical exercise to demonstrate communicating with young people.
- **Anomalies** – explain that if the applicant is shortlisted, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at the interview
- **Verification** – state that current or previous employers will be contacted as part of the pre-appointment checks. If shortlisted a criminal record check will be obtained via the Disclosure and Barring Service (DBS) formally the Criminal Records Bureau.

Useful Organisations

Acas Independent advice, guidance and training for employers and employees
www.acas.org.uk. National Helpline **08457 47 47 47**

All information contained within this guide is current on 01/04/2013. However, for all statutory and legal requirements, it is recommended further advice is sought from the appropriate organisation.





