

# Employment Application Form Guidance Notes

## General guidance

- Read the job description and person specification carefully before completing the form.
- All sections of the application form must be completed either in black ink or type (minimum font size 12).
- Where you are asked to specify dates, please do so in the MM/DD/YY format.
- All data will be handled in accordance with the Energy Coast UTC's Data Protection Policy and Privacy Notices, available on our website:  
<https://www.energycoastutc.co.uk/about-us/policies>

## Section 1 – personal details

- The information in this section will only be seen and used by those involved in the recruitment process. If you are appointed it will also form the basis of all personal records.
- For the 'Right to work in the UK' section, to comply with the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to live and work in the UK. You will be required to provide evidence, prior to appointment, of a National Insurance number, passport or other documentation on the approved list to ensure the Immigration Act is being complied with.
- For the 'Suitability for the post' section, before any person is appointed to a post which involves substantial access to children, we have a duty to process a Disclosure and Barring Service Application to check for any criminal convictions, cautions, bind overs or pending prosecutions which would make it undesirable for the person to work with children. Because of the nature of this post you are not entitled to withhold information about convictions, cautions or bindovers which, for other purposes, are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974 (as updated by the Legal Aid, Sentencing & Punishment Act 2012). For this reason, if you are shortlisted for this post you will be asked to provide more detailed information. Any information you provide at that time will be treated as completely confidential and will be considered only in relation to this application. In signing this application, you will be acknowledging that you understand a DBS check will be made.
- As part of our safer recruitment procedures, references should be from your two most recent employers. For school references, the referee must be the Headteacher/Principal. If you are at school/college or have recently left, please give the name of your teacher or lecturer. References will be requested prior to interview.

- Canvassing of Energy Coast UTC staff or trustees in relation to this appointment will disqualify your application.
- After you have read the declaration please sign and date in the appropriate boxes to confirm your acceptance. By signing the box, you are certifying that the information you have provided is correct and that any false or misleading information, if proved, may result in your application not being progressed, or, if appointed, dismissal. If you email your completed application form, please tick the appropriate box to confirm your acceptance of the declaration. If you are successful in being invited to the next stage in the selection process you may be asked to sign your application form at a later stage.

## **Section 2 – application and selection data**

- The ‘Employment History’ section should be completed in date order, most recent first. It is very important that dates are accurate and there are no gaps. Continue on a separate sheet if necessary. The Energy Coast UTC may contact all or any employers you have listed below in order to verify the employment details stated.
- For the ‘Supporting Information’ section, please summarise the knowledge, skills and experience you have that are relevant to this post based on the job description and person specification. Describe how these relate to the criteria by giving clear examples by referring to your professional/academic/personal life or voluntary work. Please do not repeat what the person specification states. If necessary, continue on a separate sheet.

## **Section 3 – equal opportunities/diversity monitoring data**

- The information you provide in section 3 will not form part of the recruitment and selection process and will not be seen by the short-listing panel.

## **Next steps**

- Please refer to the advert for the post you are applying for regarding the vacancy closing date.
- Completed application forms should be emailed to:  
[Cam.Walker@energycoastuttc.co.uk](mailto:Cam.Walker@energycoastuttc.co.uk) or posted to:

Cam Walker  
Principal’s Executive Assistant  
Energy Coast UTC  
Blackwood Road  
Lilyhall  
Workington  
CA14 4JW

- If you haven’t heard from the Energy Coast UTC within one week of the closing date, please assume that your application has been unsuccessful.