



## **Guidance Notes - Completing your Application Form**

Thank you for requesting a recruitment pack for a position with CASS The Carers Association. The following notes are intended to help you make the most of your application.

- CASS The Carers Association processes and stores the information you provide in line with the Data Protection Act (2018) and GDPR (General Data Protection Regulations). We have enclosed a copy of our Privacy Policy for your information.
- Please take time to read any enclosed information relating to CASS The Carers Association and the vacant post before completing the application form.
- Applications will only be accepted on a CASS application form – CVs will not be accepted. Use an additional sheet of paper if necessary, a maximum of two sides of A4 to describe your past experience. In detailing your past experience make sure you include information about relevant voluntary and unpaid work, as well as any other appropriate experience.
- You may find it helpful to make notes before completing the form.
- Give as much information as possible about how you think you could fulfil the role, paying particular attention to the Job Description and Person Specification. Give examples from your experiences of situations where you have used your skills or have been successful in similar roles. This is important, as the information you provide will be used to assess your application.
- References will normally be taken up only for candidates who are invited for interview. If you do not wish referees to be contacted at this stage please remember to make this clear on the application form.
- Because of the nature of the work, in supporting vulnerable people, the Organisation will apply to the Disclosure & Barring Service for a disclosure report on behalf of the successful candidate.
- CASS The Carers Association is working to minimise any physical and personal barriers to gaining employment with the Organisation. If you will require any special facilities to enable you to fulfil the duties of this post please state your needs on the form. Any information disclosed will not be detrimental to your application.
- We also enclose an equality and diversity monitoring form with the recruitment pack. CASS The Carers Association wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-

operation to enable us to do this, but filling in this form is voluntary. We will not attach any personal identification to the evidence you provide and it is for monitoring purposes only.

### Completion Checklist

We have provided a quick checklist of forms that need to be returned to CASS The Carers Association. Please note some forms are optional. The return postal address or email address is on the last page of the application pack.

Good Luck!

	Complete?
Application Form	
Equality and Diversity Monitoring Form (Optional)	
Rehabilitation of Offenders Exception Form	