



The Salvation Army

Guidance Notes for Completing the Application Form

PLEASE TAKE TIME TO READ THESE NOTES

Job Details

Full details of the post are enclosed. Please read this information carefully so that you know what the job involves. Think about why you are interested in the job and how your skills, knowledge and experience might enable you to carry out these tasks.

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It is our intention to appoint the most suitable candidate for every vacancy in accordance with our Equality Policy. To do this fairly, we need all applicants to provide relevant information about themselves. Please remember that we are not able to consider previous applications or personal knowledge of you. The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for an interview and it will be used as a basis for the interview itself.

Please note that CVs will not be accepted. You must complete the application form in full so that we receive the same type of information from all applicants and so that you directly address the job description.

Supporting Information

The most useful part of the form is the Supporting Information. This should be used to tell us why you think you would be able to do this job. Draw particular attention to experience, skills, achievements and knowledge gained in past employment (including community/voluntary work, work in the home or leisure interests) or other activities relevant to the job. Give examples of the work you have been involved in and write in a positive way eg I was responsible for... I organised.... Always remember to specify your own responsibilities rather than those of your section, department or organisation.

Accuracy of information

The information that applicants provide to The Salvation Army, both on application and at interview, must be accurate and complete. If The Salvation Army subsequently discovers that any information provided is inaccurate or incorrect, then The Salvation Army may withdraw an offer of employment, or if the discovery is made subsequent to appointment, take action up to and including dismissal.

Data Protection

Applicants are advised that all or any information contained in or derived from their application may be retained in both manual and computerised format for the purposes of recruitment administration, the production of statistical data related to recruitment or equality issues and, on appointment, personnel, payroll and pensions administration. In the case of unsuccessful applicants, manual information may be retained for a maximum of six months.

Short-listing

The selection panel is normally comprised of at least two people and they will consider your application objectively. They will assess whether you have addressed the short-listing criteria detailed in the person specification and whether you have provided sufficient evidence. Where there is a high volume of applications, the selection panel will short-list the candidate who have best demonstrated that they meet the requirements. Please remember that the selection panel is not able to make assumptions about what is written in your supporting statement, so be explicit about how you meet the criteria.

Interview

If you are successful at the short-listing stage, we will invite you to attend an interview.

Other selection methods

Depending upon the post, we may use other selection methods in addition to the interview. These are often very specific to the post and are likely to involve completing a task which would be carried out in the role, such as a written exercise. We may also ask you to make a presentation to the panel.

Successful candidates

If you are successful, we will usually telephone you to verbally offer you the post. You will also receive a formal written offer and this normally will be subject to two satisfactory references and a DBS check where applicable.

Unsuccessful candidates

Although we would like to inform all candidates whether they have been successful or not at the short-listing stage, as a charity we are mindful of the costs involved. Therefore, if you have not been contacted within three weeks of the closing date, you have not been short-listed on this occasion. We will however, contact all unsuccessful candidates in writing after the interview.



Employment with The Salvation Army Information for applicants

Christian Ethos

The Christian identity of The Salvation Army is reflected in the manner in which employees relate to each other in their roles within The Salvation Army. The Christian ethos is also reflected in the way in which employees relate to customers, clients and other service users outside The Salvation Army. As a minimum requirement all employees of The Salvation Army must be able to work within the Christian ethos of The Salvation Army.

In addition to this, there are some posts within The Salvation Army where there is a genuine and determining occupational requirement for the post holder to have a commitment to the Christian faith and on some occasions be soldiers of The Salvation Army. Consideration will be given to ascertain whether there is a genuine occupational requirement for the successful candidate to be a practising Christian or a soldier of The Salvation Army. This requirement would remain essential for the duration of the employee's employment in that post.

Equality in Employment

We recognise that in society certain groups and individuals have suffered and continue to suffer direct and indirect discrimination and victimisation. We are actively committed to oppose any discrimination on the basis of gender, marital status, responsibility for children or dependants, gender reassignment, race, colour, ethnic/national origin, nationality, religion or beliefs, political beliefs, disability, age, sexual orientation, offending background, trade union activities or any other factor which could lead to the experience of discrimination. It is our intention to ensure that recruitment, selection, training, consideration for promotion and general treatment for those who work within our organisation, are available to all without unfair discrimination, and to ensure that no one is disadvantaged in any of these matters by conditions or requirements that cannot be shown to be justifiable.

Employing people with convictions

The fact that a person has a criminal record is frequently irrelevant to the job for which they are applying. The Salvation Army therefore will seek a Disclosure check only in relation to posts that involve a degree of risk. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).