



Guidance – Applying for Employment with Hospice at Home West Cumbria

This information is intended to assist you when making an application for employment.

Information about the Vacancy

- All of our vacancies are advertised on our website, along with a copy of the job description and person specification for the post, and details including salary, working pattern and work location
- The job description sets out the main duties and responsibilities of the post. The person specification outlines the skills, knowledge, experience and qualifications required by the post holder and these are often split into essential criteria (those which an applicant must have in order to be appointed to the role) and desirable criteria (those which would be advantageous but are not considered essential)

Ensuring Equality of Opportunity

Hospice at Home West Cumbria is an equal opportunities employer and will consider all applicants based on suitability regardless of gender, sexuality, associations, creed, colour, ethnic origins, race, age, marital status or disability. We will also ensure that no employee or job applicant receives less favourable treatment on grounds which are unlawful or which are not relevant to the requirements of the particular job.

Completing and Returning the Application Form

- You must submit a completed application form in order to be considered for a vacancy within the Hospice. CVs will not be accepted
- You can download an application form from our website and complete it electronically or by hand (in black ink, please). If you cannot access our website and require an application form to be sent to you, please contact Carol Robertson, on the details provided below
- Ensure you complete all sections of the application form as clearly and concisely as possible
- When completing the section which relates to previous employment, please ensure that you have accounted for all your time since leaving full time education. Please explain any gaps in your employment history in the “Additional Information” section
- When completing the application form (particularly “Additional Information”) it is important that you refer to the person specification in order to demonstrate how you meet the requirements of the post. It is quite acceptable to use headings or bulleted lists so that your evidence corresponds to the relevant item on the person specification. It is important that you do not just make statements – you need to provide evidence
- To ensure we treat all applicants fairly we do not make any assumptions about your application; we base our decision solely on the information you provide on your application form

- Please note that, in order to maintain our equal opportunity measures, CVs and other additional information such as testimonials will not be forwarded to those short listing, so you should ensure that all relevant information is given on the application form or continuation sheets
- Completed applications can be submitted by hand, post or e-mail, and must reach the Hospice by the closing date specified on the advert, to: -

Carol Robertson
Business Support Manager
10 Finkle Street
Workington
Cumbria CA14 2BB

carol.robertson@hhwc.org.uk

Receipt of Applications and Shortlisting

As a local charity we are constantly striving to make best use of our funds to provide an effective service to the people of West Cumbria. As part of this effort, we regretfully do not acknowledge receipt of application forms.

On receipt of your completed application form, we will separate and retain the personal details section of your application form.

The main application form will then be sent to the shortlisting panel who will decide whether to invite you for interview. The shortlisting process assesses the information contained in your application against the criteria specified in the person specification for the vacancy.

The personal details section will be used to make contact with you in relation to your application and if you are shortlisted for interview.

If you have not heard from us with interview details within seven working days of the shortlisting date you may assume that on this occasion your application has not been successful.

Interviews and Reasonable Adjustments

If you are selected for interview we will contact to you with details of the time, date and place.

You will be asked to tell us of any arrangements we can make in order to make the interview a fair and reasonable one, for example:

- car parking near the place of interview
- having someone available to meet you at the entrance
- using a sign language interpreter in the interview
- preferred / appropriate type of seating being made available
- an induction loop facility

Pre-Employment Checks

If you are successful at interview, our offer of employment will be subject to a number of pre-employment checks, including:

- Obtaining two references, one of which should be from your current or most recent employer. If you are unable to provide two employment references, the other one should be from someone who has known you for at least two years. We are unable to accept references from relatives or GPs
- Evidence of your right to work in the UK
- A Disclosure and Barring Service (DBS) check to the level required by the nature of your post
- For certain posts, evidence of your professional registration e.g., with the Nursing and Midwifery Council

IF YOU NEED THIS DOCUMENT IN A LARGER PRINT, PLEASE CONTACT US ON 01900 873173