

GUIDANCE NOTES FOR CANDIDATES

COMPLETING YOUR APPLICATION PACK

PLEASE READ THE FOLLOWING GUIDANCE NOTES BEFORE AND WHILE COMPLETING YOUR APPLICATION.

THIS PACK CONTAINS

JOB DESCRIPTION

This outlines the main responsibilities of the job and will help you to complete the COMPETENCY APPLICATION FORM

PERSON SPECIFICATION

This is an important document and explains what we are looking for. It tells you what knowledge, experience and skills you need to do the job. These 'criteria' are used to select candidates for shortlist and interview.

'Essential' criteria are those which you must have to carry out the responsibilities of the job. The person specification should show you which criteria will be used to shortlist candidates for interview.

'Desirable' criteria may also be included.

These are extra requirements which may be considered if we receive too many applicants who meet our 'essential' criteria.

APPLICATION FORM

Our application form is divided into three separate sections: PERSONAL INFORMATION, EQUAL OPPORTUNITIES MONITORING FORM and COMPETENCY APPLICATION FORM.

When your application is assessed, you will be selected on the basis of the COMPETENCY APPLICATION FORM.

The PERSONAL INFORMATION and EQUAL OPPORTUNITIES MONITORING FORM will be detached and will be held by our HR Team for information and monitoring purposes only. These sections will not be seen by the short listing panel.

PERSONAL INFORMATION

Please complete name, address and contact details. You should also indicate your preferred method of contact for us to use.

If you need a driving licence it will say so in the job specification. If so, please indicate the type of driving licence you hold.

If you require any adjustments to be made in the event that you are invited for interview, please outline them in this section (for example if you require wheelchair access).

You should provide the name and details of two referees, one of whom should preferably be your current or most recent employer. We will only make contact with your referees with your express permission.

Employment History

You should provide details of your employment history, starting with your current or most recent employer. In completing this section, think about voluntary or unpaid work that you may have undertaken. Note your role and key achievements/responsibilities. We will need this information to ensure you have the work experience (if necessary) for this job.

In the final column you should note your reason for leaving, for examples see below:

Reason for Leaving

e.g. Alternative employment, promotion, spend time with family, life work balance, further education, career change, caring responsibilities; or contract ended; or dismissal (please state reason).

Education and Qualifications

You should give full details of all educational, technical and professional qualifications, with attainment levels and subject areas clearly defined. We will need this information to ensure you have the qualifications (if necessary) for this job.

Please name any institute or professional body in full and include attainment level and membership number

Institution/professional body

Qualification and attainment level

School, FE College,
University etc.

GCSE or equivalent (number, subjects and grades)

A Level or equivalent (number, subjects and grades)

1st Degree Level (subject(s) and grade(s))

Other professional qualifications.

Dates

Please note that we are keen to encourage candidates to minimise age/date information, but in some roles we may be required by law to request specific information

Personal Development

Please give full details of personal development that you have undertaken. This could be formal courses you may have attended, any forms of mentoring or coaching you have taken part in, membership of associations or professional groups. Think carefully about how you have developed your skills throughout your career and note anything you feel relevant in this section.

EQUALITY OF OPPORTUNITY MONITORING FORM

The Reserve Forces' and Cadets' Association is committed to equal opportunities and diversity to ensure we received applications from all sections of society we ask applicants to complete an equal opportunities monitoring form. **You may choose not to complete this form, or not to answer specific questions.** All information provided is treated in the strictest confidence.

COMPETENCY APPLICATION FORM

RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

You will be selected for interview based on the skills (competencies) outlined in this part of the application form, and it is therefore essential you take this opportunity to demonstrate relevant skills, knowledge and experience **in relation** to the job vacancy advertised. This is known as a competency based approach.

A competency based approach is used in many organisations to show candidates the precise skills, knowledge and behaviour that an individual must have to do a job. We use a competency approach to ensure we do not discriminate against candidates with different types of backgrounds. By clearly stating your abilities you are able to tell us if you are the right person for the job.

For example: Details of the competencies that you require in this role are as follows: Communication, Planning and Organising, Team working and Leadership

You should consider situations from your past experience that fully demonstrate the competency in question. This experience could be from a work situation or from any other situation that you may feel to be relevant, e.g. as a member of a Parent Teacher Association or voluntary work.

An example of a competency (in red type), is shown below along with a sample answer (in black type):

Communication

Selecting the most appropriate form of communication. Effective communication both orally and in writing. Influencing others through effective forms of communication. Active listening and demonstrating empathy with the audience. Ensuring attention to detail. Building effective networks internally and externally.

“In my current role I am responsible for preparing and delivering presentations to colleagues on the implementation of our new financial systems. This involved developing a PowerPoint presentation and supporting workshop materials and for delivering the presentation to staff at all levels of the organisation. I worked with external suppliers to develop the workshop and had to recognise that the financial experience of participants was varied. In this respect I had to be sensitive to the individual needs of the audience and sought feedback on their individual levels of understanding once the workshop had concluded.”

Tip In preparing this part of your application, it is useful to make a rough draft first. Check through the draft to make sure that it is clear and that it covers all the criteria, before you complete the actual form. Please give all the information that you think we may need – refer to the job description – as we cannot guess or assume anything about you.

Should you wish to provide more information than there is space available, please continue onto no more than one additional sheet of paper and ensure you label and number any attached sheet.

PERSONAL INFORMATION (CONFIDENTIAL)

Please refer to guidance when completing your application

Post title:

Reference Number:

1. Personal Details

Name: _____ Title: _____

Address: _____

Post Code: _____

Contact Details: (Please tick preferred contact detail)

Email address: _____

Telephone: Home:

Business:

Mobile:

2. General

Do you hold a current driving licence? Yes No

If Yes, which licence is it? Full Provisional LGV PCV

Are there any adjustments that may be required to be made should you be invited for interview?

If so, please state here:

Please indicate two people who can provide references – one of whom should preferably be your present/most recent employer:

Name: _____ Name: _____

Address: _____ Address: _____

Tel. No. _____ Tel. No. _____

Email: _____ Email: _____

Occupation: _____ Occupation: _____

I give/do not give permission to take up my references prior to an offer of employment being made

(delete clearly as appropriate)

PERSONAL INFORMATION CONTINUED (CONFIDENTIAL)

Please refer to guidance when completing your application

3. Employment History

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

Employer (Name and Address)	Jobs Held/ Key Achievements	Reason for Leaving

Please continue on a separate sheet if necessary, giving page number and title heading

4. Educational, Technical and Professional Qualifications

Please name any institute or professional body in full and include attainment level and membership number

5. Personal Development

Personal Development (including any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable)

Please continue on a separate sheet if necessary, giving page number and title heading

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes

No

If Yes, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment?

Yes

No

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us. We may also use this information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

6. Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment, or if appointed, may result in my dismissal.

Signature:

Date:

EQUAL OPPORTUNITIES MONITORING

This section of the application will be detached from your application and will be used solely for monitoring purposes.

The Reserve Forces' and Cadets' Association recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

White: background* British Irish Any other white

Mixed: background* White and Black African White and Asian Any other mixed

Black or Black British: background* Caribbean African Any other black

Asian or Asian British: background* Indian Pakistani Any other Asian

Chinese or Other Ethnic Group: Chinese Any other Ethnic Group*

*Please specify

Gender Please specify

Date of Birth

Do you consider yourself to have a disability: Yes No

If Yes, please state nature of disability:

The Disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities". If you wish, you may disclose information about yourself in this section about your:

Religion:

Sexual Orientation:

How did you become aware of this vacancy?

Media:

Date:

Reference:

COMPETENCY APPLICATION FORM

RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

Please refer to the guide when completing your application

In this section you are asked to outline how your knowledge, skills and experiences meet with the competencies required for this role (as outlined in the Competency Specification). You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).

Communication

Selecting the most appropriate form of communication both orally and written. Influencing others through effective forms of communication. Active listening and demonstrating empathy with the audience. Ensuring attention to detail. Building effective networks internally and externally.

Planning and Organisation

Well organised and being self motivated, able to prioritise and manage time and resources effectively.

Team Leadership and Relationships

Being able to lead and motivate a large, disparate group with varying abilities. Sharing information and interacting with members of the team. Strong interpersonal skills. Able to assert a point of view without becoming aggressive. Display loyalty, integrity and moral courage.

Resourcefulness and Flexibility

Flexible in approach and response to changing priorities, quick to realign with organisational goals. Being able to adapt to the changing environment and working practices. Demonstrates a commitment to achieving organisational goals.

Please continue on a separate sheet if necessary, giving page number and title heading

Systems Administration

Competent in all aspects of Systems Administration with the ability to diagnose and rectify minor faults.

Budget/Resource Management

A proven ability of managing budgets/resources. Dealing with suppliers, negotiating supplier contracts, being driven to achieve best value for money. Being able to plan for usage of IT consumables.

Essential requirements

Do you hold a full, current driving licence?

Yes

No

Please continue on a separate sheet if necessary, giving page number and title heading

CODE OF CONDUCT FOR RFCA STAFF

INTRODUCTION

This document sets out a Code of Conduct for RFCA staff and is modelled on the Model Code for Staff of Executive Non-Departmental Public Bodies issued by the Cabinet Office.

DUTIES AND RESPONSIBILITIES

1. RFCA Staff should familiarise themselves with the contents of the Code and should act in accordance with the principles set out in it.
2. RFCA Staff have a duty:
 - to discharge public functions reasonably and according to the law; and
 - to recognise ethical standards governing RFCAs' activities.

RFCA Chief Executives have overall responsibility for propriety in a broad sense, including conduct and discipline.

ACCOUNTABILITY

3. RFCA Staff should be aware:
 - of their accountability, to their Association Chief Executive;
 - of the respective roles of the MOD and the RFCAs as set out in [a Management Statement, Framework Document or agreed Memorandum of Understanding];
 - that the Minister responsible for the body is ultimately accountable to Parliament for its independence, effectiveness and efficiency.

The Council of RFCAs and RFCAs individually have responsibilities as employers. [These are set out in their own Code of Practice.]

4. RFCA Staff should conduct themselves with integrity, impartiality and honesty. They should not deceive or knowingly mislead their employer, the Council of RFCAs, the MOD, Ministers, Parliament or the public.

CONFLICTS OF INTEREST

5. RFCA Staff should abide by the rules adopted by the RFCAs in relation to private interest and possible conflict with public duty; the disclosure of official information; and political activities. They should not misuse their official position or information acquired in their official duties to further their private interests or those of others. Key members of staff, such as the Chief Executives, managers of large contracts, and staff working on contracts, should

ensure that any possible conflicts of interest are identified at an early stage and that appropriate action is taken to resolve them.

INTEGRITY

6. RFCA Staff should not use their official position to receive, agree to accept or attempt to obtain any payment or other consideration for doing, or not doing, anything or showing favour, or disfavour, to any person. They should not receive benefits of any kind from a third party which might reasonably be seen to compromise their personal judgement and integrity. Under the Prevention of Corruption Act 1916, employees of public bodies may be required to prove that the receipt of payment of other consideration from someone seeking to obtain a contract is not corrupt.

RELATIONS WITH THE PUBLIC

7. RFCA Staff who deal with the affairs of the public should do so sympathetically, efficiently, promptly and without bias or maladministration. RFCA Staff should offer the public the highest standards of conduct and service.

USE OF RESOURCES

8. RFCA Staff should endeavour to ensure the proper, economical, effective and efficient use of resources.

CONFIDENTIALITY

9. RFCA Staff owe a general duty of confidentiality to their employer under civil law. They are therefore required to protect official information held in confidence. The Official Secrets Act 1989 applies to any member of the public who has, or has had, official information in their possession. The Act makes unlawful disclosure of certain limited categories of information (for example security and intelligence, defence, international relations, and information which may lead to the commission of crime) a criminal offence.

DATA PROTECTION

10. RFCA Staff should be aware of their obligations under the Data Protection Act (1998) and Freedom of Information Act (2000). Guidance on this legislation can be obtained from the Information Commissioner.

STAFF CONCERNS ABOUT IMPROPER CONDUCT

11. If RFCA Staff believe they are being required to act in a way which:
 - is illegal, improper, or unethical;
 - is in breach of a professional code;
 - may involve possible maladministration, fraud or misuse of public funds; or
 - is otherwise inconsistent with this Code;

they should either raise the matter through the management line or else approach in confidence a nominated official or Council member entrusted with the duty of investigating staff concerns about illegal, improper or unethical behaviour. Staff should also draw attention to cases where:

- they believe there is evidence of irregular or improper behaviour elsewhere in the organisation, but where they have not been personally involved;
- there is evidence of criminal or unlawful activity by others;
- they are required to act in a way which, for them, raises a fundamental issue of conscience.

12. Where a member of staff has reported a matter covered in paragraph 11 above and believes that the response does not represent a reasonable response to the grounds of his or her concern, he or she may report the matter in writing to a nominated official in the MOD who will investigate the matter further.
13. Staff should be aware of the provisions of the Public Interest Disclosure Act 1998, which protects individuals who make certain disclosures of information in the public interest.

AFTER LEAVING EMPLOYMENT

14. RFCA Staff should continue to observe their duty of confidentiality (see paragraph 9 above) after they have left the employment and should be aware of and abide by any rules on the acceptance of business appointments after resignation or retirement.