

# Unit 1. Setting The Scene

## Application form checklist

When designing an application form, consider including these elements.

### 1. Personal information

- Full name.
- Contact details (address, email, phone number).
- Date of birth.
- National Insurance number.

### 2. Employment history

- Full employment history, (since leaving school, including education, employment and voluntary work).
- Reasons for any gaps in employment.

### 3. Qualifications and training

- Qualifications, the awarding body and date of award.
- Relevant training courses completed.

### 4. References

- Request at least two professional references, including contact details (name, position, email, phone number).
- One of them should be from current employers.

### 5. Criminal record disclosure

- Inform candidates that a criminal self-disclosure will only be requested if shortlisted.
- Clarify that certain offences may not automatically disqualify candidates and that their relevance to the role will be considered.
- Inform candidates that an enhanced DBS check (including children's barred list information) will be obtained

### 6. Motivation and suitability

- Require a personal statement or cover letter explaining the candidate's motivation for applying and how their skills and experience align with the position.

### 7. Equal opportunities monitoring

- Offer a voluntary section for candidates to provide information on their diversity characteristics (gender, ethnicity, disability, etc.).
- Clarify that this information will be used solely for monitoring purposes and will not affect the application process.

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### 8. Declaration

- Include a section where candidates must sign and date, confirming that the information provided is accurate and truthful.
- Include a statement about the organization's commitment to safeguarding and safer recruitment.
- Direct candidates to the relevant policies on the website.
- Include a clear statement that it is an offence to apply for a role in regulated activity if the applicant is barred from engaging in regulated activity.

### 9. Data protection and consent

- Inform candidates about how their personal data will be used, stored, and protected in line with data protection regulations.
- Obtain explicit consent for processing their personal data for recruitment purposes.

Provide clear instructions for completing the form, including submission details and deadlines. Always ensure that the application form complies with relevant laws and regulations related to data protection and fair hiring practices in your region. Additionally, maintain consistency in the application process to avoid any potential biases or discrimination during the selection process.