

Information for Applicants

Important advice on completing the application form

Thank you for your interest in Open Road.

Your application form plays an essential part in all stages of the selection process, it determines whether or not you will be shortlisted for interview and acts as a basis for the interview itself.

The guidelines set out below are to help you to complete the application form as effectively as possible.

Please complete all the sections of the application form, if the question is not relevant or applicable to you please mark n/a.

Obtain the full job description and person specification

Every post advertised is supported by a job description and person specification. These documents list the duties, skills, knowledge, qualifications and experience required.

Think about

What job are you applying for?

Why are you interested in the job?

What the job entails – can I provide relevant examples?

Would it be a good career move?

Before filling out the form

Read it through.

Look at your experience and make a list of your skills and experiences that are relevant for the job. What evidence do you have to meet the criteria on the person specification? Consider any relevant experience or skills/abilities that you have acquired outside of work.

Complete the form

Complete all sections of the form. You should be concise and ensure it is well presented to create a good impression. Check all the sections have been completed and there are no spelling errors. Explain reasons for gaps in employment.

Please note – Immigration, Asylum and Nationality Act 2006

The Immigration, Asylum and Nationality Act 2006 is intended to ensure that only those people legally entitled to live and work in the UK are offered employment. You must complete this section of the application form.

Relationships

Please state if you are related, friends with a current or former member of Open Road staff, volunteer or service user.

Employment History

Please give as much information as possible about your employment history, including salary information and reasons for leaving. If you have any breaks in your employment history, then please complete the appropriate section.

Qualifications

Should you be shortlisted, candidates will be required to provide evidence of all qualifications and memberships listed on the application form. You are advised to list qualifications if:

- They are relevant for the job and
- Listed in the person specification and/or
- You can produce original copies of them

Other related training

If you have undertaken training with previous employers, please specify any relevant training you undertook.

Rehabilitation of Offenders Act 1974

Open Road works with children and vulnerable adults and as such all employees are required to undergo a DBS check (Disclosure & Barring Service check).

Under the Rehabilitation of Offenders Act 1974, certain types of jobs are exempted and applicants for such jobs are required to give details of any conviction. Roles at Open Road mean that you must disclose all convictions, any offer of employment will be subject to an enhanced disclosure check.

Having a criminal record will not necessarily prevent you from working for us, but it will depend on the nature of the role and the circumstances / background of the conviction.

Personal Statement

The personal statement is your opportunity to answer each of the points listed in the person specification. You should cross reference your response with the person specification setting out your skills, experience and knowledge and how it relates to the role.

Safeguarding

Open Road is committed to ensuring the safeguarding and wellbeing of children and vulnerable adults, and all applicants will be required to demonstrate understanding of and commitment to best safeguarding practice.

References

We require the names of two referees, please check with them to make sure that they are willing to provide you with a reference. One of your referees must be your current/former employer. Please make sure their contact information is legible and try to include an email address.

Short-listing and Interview Process

You can submit your application form by post, email or in person. If you send your application form via email, you will receive an acknowledgement.

Your success at the short-listing stage will be dependent upon you having successfully completed the application form and fully addressed the points listed in the person specification of the job description.

If you are short-listed you will be invited to attend an interview.