



## Advisory notes

CVs and Application forms are accepted.

### **Application with a CV**

If you are submitting a CV, please ensure that you include a covering letter in support of your application. Your covering letter should describe your skills, knowledge and experience and why you are a suitable candidate for the vacancy.

Please send your CV and covering letter to [jobs@ubico.co.uk](mailto:jobs@ubico.co.uk).

### **The application form**

Please read these notes carefully, as they will help you to complete the application form.

Please complete all parts of the application form as clearly and fully as possible in blue or black ink.

Part 2 contains your personal details and equal opportunities monitoring information. The information in Part 2 will not be made available to those preparing the shortlist for interview. Part 1 contains details of your qualifications and experience, which are relevant to the appointment, and that information will be assessed against the person specification to draw up a shortlist.

Please make sure you have signed and dated your application form to confirm that the details are correct and complete. If you are completing the form on-line, you will be asked to sign the form if you are selected for interview.

We reserve the right to contact any of the organisations or people referred to in your

application to verify that the information you have given is accurate and complete.

### **Writing your supporting statement**

One of the most important sections of the form is where you describe how your skills, abilities, knowledge and experience make you a suitable candidate.

This is your opportunity to tell us why you are the best person for the job. Your application will be assessed against the essential and desirable criteria listed in the person specification. It is a good idea to use those criteria as headings and provide evidence against each one that shows how you meet the requirements.

We use a competency based approach which means that it is not enough for you to simply state your experience. You must provide specific examples of situations, what you did and why and what the outcome was as a result of your actions.

For example if the person specification required 'effective team working' it would not be sufficient to say that you 'had experience of working in different teams'. You should say what your role was, how you worked with others in the team, how you ensured the team delivered what it was supposed to. Did you suggest any improvements and if so, what were they, why did you suggest them and what was the outcome?

### **Qualifications**

Some jobs require qualifications. Where that is the case, it will be indicated in the person specification. If you are shortlisted for a job that requires qualifications, you will be asked to bring evidence, in the form of original certificates, to the interview.

### **Previous employment history**

In the section on the jobs and careers page headed 'Information for job applicants' and then item 2. 'Pre-employment checks', you will see information about employment history. It is important that you complete the section on previous employment fully. If there are any gaps in your employment of longer than 28 days, please account for them.

### **Are you entitled to work in the UK?**

In order to comply with the Immigration, Asylum and Nationality Act 2006 we are required to ask for proof of your right to work in the UK. No appointment can be confirmed until evidence is produced. If you are selected for interview, we will ask you to bring the appropriate documents to the interview.

### **Pre-employment checks**

In order to comply with the Government's Baseline Personnel Security Standard (BPSS), all applicants will be asked to provide:

- Proof of name, date of birth and address
- National Insurance number or other unique personal identifying number where appropriate
- Full details of previous employers (name, address and dates) for a minimum period of the past three years
- Names and contact details of two people who can supply employment references
- Confirmation of any necessary qualifications/licences
- Educational details (with contact names) where somebody has not been in previous employment
- Proof of right to work in the UK
- Details of any unspent criminal convictions (a criminal record will not necessarily be a bar to obtaining a position with the company)

If successful at interview, a conditional offer of employment will be made. The offer will be subject to verification of all the above and satisfactory medical clearance (you will be asked to complete a confidential medical questionnaire and return it to the company's occupational health provider).

If you will be using the company's secure network systems, a 'Basic Disclosure Certificate' will be obtained from Disclosure Scotland to confirm the accuracy of the information regarding unspent convictions.

### **References**

It is important that you can supply us with the names of 2 referees who can comment on your suitability for the job. One must be your current or most recent line manager. We cannot accept personal references from friends or relatives. If you are leaving full time education or have not worked since doing so, please give us details of the head teacher, college/university tutor or similar. If you are self-employed, please give us details of somebody with whom you have dealings in a professional capacity such as a client, your accountant or bank manager.

Please remember to ask your referees for permission to give their names. It helps to speed up the process if you can give us their email address.

### **Age policy**

In line with the Employment Equality (Age) Regulations 2006, the company welcomes applicants of all ages. We ask for your date of birth and age group but that information is only used for administrative and monitoring purposes and is not made available to the shortlisting panel.

### **Disability**

UBICO is committed to ensuring that disabled people receive fair treatment and that reasonable adjustments will be considered.

If you do consider yourself to be disabled, please help us by making sure that you complete the appropriate section of the form.

### **Criminal convictions**

If you have a criminal conviction that is not considered spent under the Rehabilitation of Offenders Act 1974, you are required to give details.

Most convictions become spent or ignored after a period of time. If you are unsure about whether a conviction is spent or not, please call NACRO Resettlement Advice

Service on 020 7840 1212 or email [help-line@nacro.org.uk](mailto:help-line@nacro.org.uk).

Some jobs are exempt from the 1974 Act, which means that you must declare any criminal convictions, including those which would otherwise be considered spent. If the post for which you are applying is regarded as exempt, that will be indicated in the person specification.

### **Are you related to a UBICO employee?**

If you are related to an existing employee of UBICO, you are required to declare it in your application. Canvassing any employee, either directly or indirectly, in order to gain unfair advantage will result in your application being disqualified.

### **Equal opportunities**

We are working towards equal opportunities to ensure that the way we deliver services

and provide employment is fair and just for everyone.

We will endeavour to treat all people equally and fairly whether they are:

- seeking employment with the company or are already employees of the company
- users of, or potential users of, the company's services
- contracting to supply services or goods to the company
- seeking assistance from the company

Our equal opportunities policy aims to ensure that no individual receives less favourable treatment on the grounds of gender, race, religion, nationality, disability, age, marital status, sexual preference, responsibility for dependants, or any conditions or requirements which cannot be shown to be justified.

### **Data Protection**

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 or a third party via your payslip. We may also use the 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 any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways permitted by law.

If you are successful, it will also form the basis of your personal file and may be held on computer and on manual records. If you are not successful, your details will be kept for six months and then destroyed.

### **Recruitment complaints**

If you have a complaint about any aspect of the recruitment process or you feel that you have been unfairly treated at any stage of your application, you should contact The Recruitment Team on [jobs@ubico.co.uk](mailto:jobs@ubico.co.uk) as soon as possible and, at most, within four weeks of the event taking place.

Returning your online application form

Once you are satisfied that you have completed all sections of the online form as fully as possible, you should email it to [jobs@ubico.uk](mailto:jobs@ubico.uk).

The closing date will be given in the job advertisement, please make sure that you submit your form by that date as it is not normally possible to consider late applications.

### **What happens after you have submitted your CV/application form?**

Soon after the closing date (normally a couple of days later), the department that is recruiting to the post will consider all the applications and draw up a shortlist of candidates to be interviewed. We regret that it is not possible to write to all unsuccessful candidates. You may assume, if you have not heard from us within four weeks of the closing date, that you have not been shortlisted for interview.