

ADVICE TO CANDIDATES APPLYING FOR POSITIONS IN UNISON

All applicants will be treated in the same way whether they are external or internal candidates. Applicants should be aware that UNISON will treat all candidates equally whatever their race, gender, disabilities, sexuality, age or other status.

Applicants should complete an application form as fully as possible, legibly and clearly, giving as much information and evidence as possible of all their skills and experience.

Internal candidates should advise their manager that they have applied for the position.

Shortlisting will be based on the information gathered from the form, read in conjunction with the person specification. No assumptions will be made about the candidates so the application must be detailed and accurate. Applicants should use the information provided to assist in the completion of the form.

Some applicants may wish to use other interests or additional information category on the form to refer to information which may further support their application. It may not be direct work experience but more related to experience gained elsewhere such as running a club, a play group, community work, voluntary unpaid experience and so on.

Applications will be accepted up until the end of the close of work on the date given on the advertisement.

Shortlisting

Those candidates who match the person specification most closely from their completed form will be shortlisted. However, candidates should be aware that some positions may attract a large number of applicants and, normally, only a maximum of six people will be shortlisted for one position.

Shortlisted applicants will be sent full details of the selection process, including the interview.

Rehabilitation of offenders

The Rehabilitation of Offenders Act 1974 seeks to ensure that if a person has made genuine effort to rehabilitate into society after a 'spent' conviction for a serious criminal offence, they do not have to disclose their criminal past. Provided you have not committed a serious offence within the rehabilitation period, your conviction is deemed 'spent'. The length of the rehabilitation period depends on the age at the time of conviction and the sentence received:

Sentence	Rehabilitation period
Imprisonment/youth custody between 6 to 30 months	10 years
Imprisonment/youth custody up to 6 months	7 years
Fine, community punishment order, community rehabilitation order, detention, training order	5 years
Conditional discharge, bind over, care order or supervision order	1 year/until the order expires (whichever is longer)
Absolute discharge	6 months

N.B. If under the age of 18 at the time of conviction, the rehabilitation period is halved.

Exclusions: A prison sentence longer than 30 months is not considered as ‘spent’ and the Act does not apply to those seeking employment within legal or financial services – in these instances previous convictions must be disclosed.