**Guidance for applicants**

Please read the following important advice before submitting your application for a role.

1. The Fostering Network receives many applications for each post advertised. Therefore the decision to shortlist a candidate is based upon the information that is provided on the personal statement. To do this fairly, we need all applicants to provide relevant information about themselves.
2. You should read carefully the enclosed job description, detailing the duties and responsibilities of the post, and the person specification describes the criteria that are regarded as essential or desirable to the job. It is these criteria which are used to assess the suitability of a candidate for the post.
3. Most times, your CV and personal statement will provide the only information we have about you. It is the quality of that information and the presentation of your application that will help the selection panel decide whether to interview you.
4. When completing the personal statement it is essential that you include the experience that you have had, including voluntary/community work, student/work placement, leisure activities or domestic obligations, which are necessary or relevant to the job for which you have applied.
5. It is important that you give a full account of your employment history including a full explanation of any employment gaps
6. All shortlisted candidates will be asked to produce evidence of educational and professional qualifications and/or evidence of registration with a professional body at interview, where these are required for the role.
7. You should explain how your experience, skills and abilities meet each of the specified selection criteria in the person specification. This is the most important part of your application as it is used to shortlist candidates for interview.
8. Please complete the equal opportunities monitoring form. This helps The Fostering Network to monitor our recruitment strategy.
9. It is not possible to reply individually to all applicants so if you have not heard from The Fostering Network by three weeks after the closing date. Please assume that you have been unsuccessful on this occasion.

**Checklist**

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| 1. CV or application form |
| 1. Personal statement addressing each point on the person specification. Please include the job title of the post you are applying for. |
| 1. Equal opportunities monitoring form |
| 1. Return all documents to [recruitment@fostering.net](mailto:recruitment@fostering.net) or otherwise, as indicated on the advert |

**Disclosure statement**

Although The Fostering Network is not an organisation that works primarily with children or young people, some roles within the organisation work directly with children, young people and families. Therefore, The Fostering Network has a rigorous procedure for safer recruitment to help make better recruitment decisions. This helps to prevent unsuitable people from coming into contact with, or having access to information relating to children or young people. If applicable to the post, job offers of employment are subject to the organisation receiving disclosure information from various sources including the data barring service, ACCESSNI and disclosure Scotland. Satisfactory checks may be required before the candidate starts employment.

**Eligibility to work in the UK**

Under the Immigration, Asylum and Nationality Act 2006 the Government has made it an

offence for an employer to employ someone who is not eligible to live or work in the United

Kingdom.

If your application is successful you will be required to prove that you are eligible to live or work in the UK. Further information will be given to you at that stage.