



# APPLICANT GUIDANCE NOTES

Thank you for your interest in working for Impulse Leisure.

## APPLICATION FORM

The quickest and easiest way to apply for Impulse Leisure vacancies is to register/apply online. If you are applying in an alternative format, details to return your completed application form can be found at the top of the application form. The following notes are intended to assist you in the application process. It is recommended you refer to the Job Profile and Person Specification for the role, together with these notes carefully before completing the application form. Finally, please submit your completed application by the specified closing date – we will not consider late applications.

## CURRICULUM VITAE'S (CV'S)

In order to ensure compliance with our Equal Opportunities/Recruitment and Selection Policies we require that candidate information is presented in a consistent format i.e. application form. You may (if you wish) submit your CV to supplement your application.

## SUPPORTING INFORMATION – VERY IMPORTANT

If you do not complete this section fully and/or only submit your CV, your application may not be successful at shortlisting. In this section, you should ONLY address the criteria assessed at Application Stage (A) on the Person Specification, providing **information, examples and evidence**. For example, if the Person Specification states “able to work unsupervised” it will not be sufficient to say “I can work unsupervised” - you must demonstrate **examples** which illustrate these abilities i.e. what did ‘you’ do, why, what was the outcome etc. **Candidates who are shortlisted will be those who most closely meet these criteria.** It may be helpful to mention any relevant experience gained in and outside of work. Whether you are an internal or external candidate, the shortlisting panel will not make any assumptions or take into account any prior knowledge of you. If you are not completing your application online, you may submit additional sheets with your application form if necessary.

## CRIMINAL RECORD (DBS) CHECKS

Dependant on the nature of activities undertaken (i.e. regulated activity with children defined as teaching, training, instructing, caring for, supervising children, on a regular and un-supervised basis), any provisional offer of employment made will be subject to receipt of a satisfactory enhanced Disclosure and Barring Service (DBS) Certificate, to include an annually renewed DBS Update Service subscription for the purposes of ongoing satisfactory status checks throughout employment. It is an offence for anyone excluded from working with children to apply for a position in regulated activity.

## DISCLOSURE OF CRIMINAL CONVICTIONS

Under the Rehabilitation of Offenders Act 1974, an applicant with a criminal record does not have to declare any ‘spent’ convictions, **unless** the position they are applying for is exempt under the Act (i.e. regulated activity with children as above) – where this is the case, it will be specified in the vacancy details/advert that the position is exempt, and subject to DBS Check. All ‘unspent’ (current) convictions must be declared within the application form, irrespective of role. Protected cautions and convictions are not subject to disclosure - guidance on the filtering of these cautions/convictions, can be found at [www.gov.uk/dbs](http://www.gov.uk/dbs). Disclosure of a criminal record will not necessarily exclude you from consideration for employment, and will be assessed in relation to the

role. Failure to disclose required information could result in dismissal/withdrawal of any offer of employment. Impulse Leisure complies fully with the DBS Code of Practice/[Policy on the Recruitment of Ex-Offenders](#) and undertakes to treat all applicants for all posts fairly. Impulse Leisure will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

## EMPLOYING ‘YOUNG’ PERSONS

Impulse Leisure has a policy not to employ children under 16 years of age or children who are 16 years old before the last Friday in June of each year. Sixteen year olds are still classed as ‘children’ until they have officially left school.

## ENTITLEMENT TO WORK IN THE UNITED KINGDOM

Shortlisted applicants must be able to produce an **original** document/s from the [\[insert hyperlink to Home Office Right to Work checklist\]](#) to demonstrate legal entitlement to work in the United Kingdom.

## GUARANTEED INTERVIEW SCHEME/ DISABILITY

Impulse Leisure is positive about disability and offers a Guaranteed Interview Scheme (GIS) to disabled applicants providing minimum criteria are met within the Person Specification for the vacancy. It would also be helpful to advise us in advance of any special arrangements required to attend any further selection process.

## REFERENCES

All appointments are subject to receipt of satisfactory references. One of the referees must be your present (or most recent employer). Educational references from schools/colleges are also acceptable. Referees should not be a relative or an existing employee of Impulse Leisure. Ideally, both of your referees should be able to comment on your suitability for the post for which you have applied. Impulse Leisure reserves the right to contact any of your former employers.

## EQUAL OPPORTUNITIES & DIVERSITY MONITORING

Impulse Leisure has an Equal Opportunities and Diversity Policy to ensure all applicants are treated fairly and appointed solely on their suitability for the post, irrespective of age, disability, sex, gender reassignment, pregnancy, maternity, race, sexual orientation, religion or belief, marital or civil partnership status. Completing the Diversity Monitoring Form is voluntary. Any information provided is for monitoring purposes only and is separated from your main application immediately upon receipt.

## FURTHER COMPETITIVE SELECTION PROCESS

If you are shortlisted, you will be contacted after the closing date and invited to attend a further competitive selection process i.e. structured interview/practical assessment (where applicable to the role) - use the Person Specification as your guide to prepare. In the interest of economy we do not acknowledge receipt of applications.

## DATA PROTECTION STATEMENT

The information that you provide on the application form and that obtained from other relevant sources will be used to process your application for employment. The information will also be used to help us monitor our recruitment process. If you are appointed, the information will be used in the administration of your employment with us. **If invited for interview, you will be required to sign the declaration on your application (if applied online).**