



Recruitment and Selection at Maan Somali Mental Health Sheffield (SMHS)

- Guidance notes for applicants **Completing your application**

Please read the following carefully before completing your application form

1. Selecting the best person for the job

As part of Maan's commitment to equal opportunities all applicants are treated equally throughout the recruitment process.

It is vital that you take care to complete the application form as fully as possible. The information in it will guide us in considering whether you have the right skills and/or experience for the job. We cannot make assumptions about your experience or skills – please spell them out.

2. Job description and person specification

The **job description** describes the duties of the job. It sets out the range of responsibilities and tasks.

The **person specification** describes the person we are looking for by describing the experience, skills and abilities needed to do the job. We will be looking at your application form to see how you fit the person specification – the extent to which you have the relevant skills and experience.

You need to consider:

- **Can you explain why you are interested in this job?**
- **Do you think you have the skills and experience to apply for the vacancy?**
- **Can you prove this in your application?**

3. The application form.

(PLEASE COMPLETE THE FORM EITHER BY TYPING OR CLEARLY WRITING IN BLACK INK. WE NEED TO BE ABLE TO READ YOUR HANDWRITING).

i) Personal Details

Make sure that your contact details (name, address and post code, email address and telephone number/s) are clearly written or typed. If your details change after sending in your form, please let us know as soon as possible.

ii) Education, Qualifications and Training

Give a list of formal and informal training relevant to the job. Formal training is that which is certified, a degree, for example.

iii) Present and previous employment

Starting with your current or most recent employer, list all the employers for whom you have worked.

Provide the job title and the period you worked for them. If possible, give the exact dates, for example 25/2/02 to 31/3/07. Describe Briefly the **main duties** of the post.

This information may be used to assess whether you meet the experience needed for the vacancy. Check that the dates are correct and in order.

iv) Personal statement

This is the most important part of the form. You must make a case here for selection. Do not repeat your career history. Use only the relevant parts drawing out your relevant experiences and the skills that you have developed.

Please do not send a CV as it will not be considered.

Do not just repeat what we are asking for. You must show how your experience matches the criteria.

An example of communication and interpersonal skills criterion in the person specification might be met by the following:

In my last job, I was responsible for providing one-to-one support to service users with various mental health challenges. While supporting one female service users I proactively contacted the service user's General Practitioner, (GP), to discuss the situation. I verbally provided an overview of the service user's mental health challenges and the difficulties she was facing. In an email I wrote formally requesting her GP refer her to Single Point Access (SPA), emphasizing the urgency of the situation. The immediate intervention by SPA, facilitated through clear phone and email communication, led to a positive outcome. The service user received timely and appropriate mental health support, including the prescription of the right medication.

In considering your examples, remember all your previous work and life experiences. Draw on this to demonstrate that you have the necessary skills. Do not forget other

relevant experience outside work, such as being a carer, community/voluntary/ leisure and other interests – if they contribute to meeting the person specification. Describe any relevant skills this has helped you develop.

Remember, it is your skills and abilities **relevant to this job** that we are looking for. You do not have to write several pages in support of your application, but rather focus on ensuring you meet the essential criteria in the person specification.

v) Some general points to bear in mind

- Your form should be written in a concise, well organised, and positive way. Use active words such as *I organized*, or *I planned*, or *I do*.
- It may help you to do a rough draft first. This avoids mistakes and allows you to organise your application properly.
- The selection panel members will be reading many applications, so if completing the form by hand please use clear handwriting in an organised way.
- Do not send in the same application you have done for a different job – pay attention to the requirements listed in the person specification for **THIS** job.
- Send your completed application form to the Maan Somali Mental Health Sheffield. If you have any queries, call 0114 275 8556 and ask for clarification.
- If sending by post, make sure you send your application to us in time to meet the closing date. Only in exceptional circumstances will the closing date be extended.

Vi) Legal and organisational requirements when filling in an application form.

Rehabilitation of Offenders Act 1974: You should not sign the application form without being clear about what you must reveal about yourself. For instance, you do not need to disclose convictions which would be deemed as being spent under the Rehabilitation of Offenders Act 1974, or cautions, reprimands and final warnings which are over five years old, unless they are exempt from the Act. If you are not sure about what declarations to make, you should ring a Human Resources Adviser at Maan SMHS, who will give you confidential information about declarations (see Application Form).

Referees: These must be known to you in a work capacity and should be your line manager. If this is not possible you should clearly explain the relationship and the reason for giving another person as a referee. It may be someone who can comment on your ability, skills, experience, for example, a community leader you have been doing community work with, setting up a crèche or sports club, etc.

The Immigration, Asylum and Nationality Act 2006: You will be asked to bring relevant documentation to the interview, where it will be photocopied and returned to you (please see the *Information for job applicants* for more details).

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1. The Interview

All shortlisted candidates will be invited by email, letter, or by telephone, to attend an interview. You will be informed of the time, location, and contact for the interview, as well as notice of any test or exercise you may be asked to do at the interview.

Applicants will be asked questions relating to the job description, person specification and application, and the panel will take notes during the interview. This is part of the procedure to ensure that all applicants are treated fairly.

If you are not sure that you have understood the question, do not be afraid to ask for it to be repeated, or rephrased. Take your time and ensure you have included all the main points you want to get across in your answer.

In preparation for the interview, take the opportunity to read through the job description, application form, and any other literature sent as part of the information pack, and be prepared to talk about your experience, giving examples that illustrate your ability to do parts of the job.

2. Feedback

All unsuccessful interviewed applicants can request telephone feedback. Receiving constructive feedback can be useful for helping you in future interviews.

Maan Somali Mental Health Sheffield

8 Paradise Street, Sheffield S1 2DF
Telephone: 0114 275 8556

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Company No. 6639255

Registered Charity. 112 5763



Information Sheet for Job Applicants

Immigration, Asylum and Nationality Act 2006

(as amended 29th February 2008)

Under the Immigration, Asylum and Nationality Act 2006 it is a criminal offence to employ a person who is not entitled to work in the UK. To comply with this, Maan SMHS is obliged to ask all prospective employees to produce appropriate documentation listed in the UK Border Agency regulations before we can make any offer to employment, including part-time, temporary, sessional, or casual appointments.

In doing so, we emphasise that we do not discriminate against any applicant on the grounds of their race, nationality or ethnic origin and we will continue to uphold equal opportunities in recruitment and selection in line with the Equalities Act 2010.

This is why we are informing all potential job applicants of this requirement right at the start of the recruitment process. We feel it is fair to alert all potential job applicants to this situation as soon as possible so that anyone who needs a document can arrange to get one well in advance.

The documents which are acceptable for the purpose of the Immigration, Asylum and Nationality Act are divided into List A and List B. Candidates producing documents from List A will have satisfied the legal requirements in relation to proving their eligibility to work in the UK for the duration of their employment with Maan SMHS. The legislation requires Maan SMHS to undertake follow-up documentation checks every 12 months for candidates producing documents from List B.

List A

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country* or Switzerland.

3. A residence permit, registration certificate or document certifying or showing permanent residence issued by the Home Office or the UK Border Agency to a national of a European Economic Area* country or Switzerland.
4. A permanent residence card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the family member of a national of a European Economic Area* country or Switzerland.
5. A Biometric Residence Permit issued by the UK Border Agency to the holder which shows that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
7. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it, is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
8. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a government agency or a previous employer.
9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government Agency or a previous employer.
10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a government agency or a previous employer.
11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a government agency or a previous employer.
12. A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a government agency or a previous employer.

13. A letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

List B

1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question if it does not require the issue of a work permit.
2. A Biometric Residence Permit issued by the UK Border Agency to the holder which shows that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
3. A residence card or document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a family member of a national of a European Economic Area* country or Switzerland.
4. A work permit or other approval to take employment issued by the Home Office or the UK Border Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder or the employer or prospective employer confirming the same.
5. A certificate of application issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to or for a family member of a national of a European Economic Area* country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old when produced in combination with evidence of verification by the UK Border Agency Employer Checking Service.
6. An Application Registration Card issued by the Home Office, the Border and Immigration Agency or the UK Border Agency saying that the holder is allowed to take employment, when produced in combination with evidence of verification by the UK Border Agency Employer Checking Service.
7. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

8. A letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

*The following countries are part of the European Economic Area:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, UK

Whatever document you produce, it should relate to you personally, i.e. a document that relates to your spouse, next of kin, guardian or any other person would not be acceptable under the Act.

You will need to produce a document either at the interview stage, or shortly afterwards since we would not be able to make an appointment without such a document. You must produce an original document – **photocopies are not acceptable under the Act.**

Only job-related factors are considered during the selection process, and we will not check your document until the final choice has been made. The checking of your document will be carried out in confidence. If you are appointed, a copy of the document will be kept in your personnel file in Human Resources and are not available to any other staff.

The Act does not require employers to check immigration status and we only must be satisfied that the document you produce relates to you and is one of the documents listed above.

Individual details or information contained in the document will not be disclosed to the Home Office or any other party without your permission.

If you have any further queries about these provisions, please do not hesitate to ask.

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