



GUIDANCE FOR APPLICANTS (STAFF)

At Make Some Noise (MSN) we take our responsibilities to our participants very seriously and, therefore, undertake the most stringent safeguarding of our team.

APPLICATION FORM

A fully completed application form must be submitted – by email - for consideration – **a CV will not be accepted:**

- There is opportunity within the application to provide evidence of your experiences, skills and qualifications as related to the person specification. You may provide further details on additional sheets if required
- Please give as much information as possible so we can identify suitable opportunities for you
- Please ensure all gaps in employment and education history are fully explained on your application form. We may wish to verify this information during the recruitment process
- We welcome applications from all sections of the community and will be pleased to help meet any requirements arising as part of the recruitment process
- A minimum of two satisfactory references will be required
- To help us get a quick response, please ensure that you provide us with referees who are contactable and available
- If possible please provide e-mail addresses for your referees and advise them that they will be asked to provide a reference for you
- When providing details please ensure that one relates, if applicable, to your present job, or most recent employer
- Please state in what capacity the two referees are acting, e.g. current employer.

Please note that references from relatives or friends are not acceptable. We are unable to accept a reference from an MSN staff member.

INTERVIEW

The process will comprise of a Formal interview. Where relevant to the role a Presentation and/or Task will be included – if you are invited to interview you will be given details to allow you to prepare.

If you are invited to interview you will need to provide:

Evidence of your right to work in the UK

Under the Immigration, Asylum and Nationality Act 2006 you will be required to show documentation of your right to work in the UK.

Proof of Qualifications

Original Certificates for qualifications you are listing in your application.



Documentation for an Enhanced Disclosure and Barring Service check (where relevant)

An Enhanced DBS (with barring) check will be required for any roles which:

- Involve working directly with children/young people or vulnerable adults
- Involve line managing those working directly with children/young people or vulnerable adults
- Meet the prevailing legal criteria.

Under the Rehabilitation of Offenders Act 1974 some roles with MSN fall under the Exceptions Orders which exist to protect vulnerable client groups such as children, young people, and the elderly, sick or disabled. In such cases, we are legally entitled to ask you for details of all criminal convictions, even if they are "spent" or "unspent" under the Rehabilitation of Offenders Act. All details of criminal convictions will be disclosed by the Disclosure and Barring Service.

If the role that you are applying for meets the criteria for a Disclosure and Barring check you will be required to bring the necessary documentation to your interview. Copies will be taken and kept securely and destroyed if you are unsuccessful.

Please note:

Following completion of a DBS check paid for by MSN you are required to join and maintain a subscription to the Update Service so that periodic checks can be undertaken – checks will take place at least annually. Further information can be found <https://www.gov.uk/dbs-update-service>

REFERENCES

References will be taken up prior to interview unless you specify that we may not do so. Where references are not taken up prior to interview they will be requested if we make you a conditional offer, and before you start work

ON APPOINTMENT

Safeguarding Training

- You will be required to complete a Level 1 online safeguarding course during your first week of work
- Training will be renewed every three years – or as required by Make Some Noise or local authorities relevant to your role
- It may be necessary to complete other Safeguarding training (eg Level 2) depending on needs of the role.

Photograph and Biography

We require a copy of a recent head and shoulders photo that can be used for an ID card and on our website, in digital format where possible. We also require a brief biography for the website.

DATA PROTECTION

Under current Data Protection legislation and GDPR we have responsibilities to process the personal data we hold in a fair and proper way. For further information please see our full Privacy Notice (<http://www.make-some-noise.com/make-some-noise-policies>).



We may contact other organisations (such as the Disclosure and Barring Service, Job Centre Plus, previous employer/s, education establishments, etc) to check the information you have given on the application form.

The information will be stored securely, both manually and electronically and destroyed after 6 months if your application is unsuccessful. If you are successful all documentation (application, references etc plus copies of any contracts) will be retained in line with our Data Protection Policy, Privacy Notice and any Insurance requirements.

HOW TO APPLY

Please complete the Application Form and return to the office as soon as possible.

Applications will only be accepted by email at this time. If you are unable to download the application form or submission by email is not possible please contact the office on info@make-some-noise.com.

As we are a small team Make Some Noise is not able to respond to each applicant individually, therefore, if you do not receive an invitation to interview you have not been shortlisted.

