
INTRODUCTION

GETTING RECRUITMENT RIGHT

Getting recruitment right is one of the biggest challenges for any employer. Now age discrimination laws are in place, it's a high risk area. To help employers deliver age neutral recruitment practice the EFA has developed a bias free application form. This form works not only for age, but will also support good practice in other areas of equality.

What's wrong with traditional CVs and Application Forms?

The problem with CVs and traditional application forms is that information about date of birth and chronological data such as work history, dates when qualifications were received etc. are all prominent. Often this information can influence employers when they are selecting people for interview.

Even if it doesn't, it can be difficult for an employer to prove that age wasn't a factor in decision making. By taking age right out of the process you are forced to focus on a candidate's skills and competencies (this makes for better recruitment decisions) while at the same time it is clear to candidates that you are not making judgements based on age.

What have we done?

This application form is just a template. Please feel free to download and adapt it to suit your business.

The principle is simple. The form is divided into three sections; personal information, equal opportunities monitoring and competency. The person(s) selecting candidates for interview should only see the competency form. This means they don't see date of birth (which is in the equal opportunities monitoring section) or chronological information (which is in personal information).

Guidance is included which explains exactly how you should use the form.

Does it work?

Yes. This form has been used by EFA's members and the EFA itself for more than three years – and it does work in both large and small organisations. Have a go and use it, and please get in touch if you have any questions or comments: efa@efa.org.uk

TEMPLATE GUIDANCE NOTES FOR MANAGERS

DISCRIMINATION FREE SELECTION PROCESS

Equality of Opportunity and Diversity

<Organisation> has an Equal Opportunities and Diversity Policy which is applied across the organisation. The legislation and best practice it outlines must be applied in all aspects of work.

Application Process

When recruiting new employees, we provide applicants with:

- A job description
- A person specification
- An application form
(made up of three parts: **PERSONAL INFORMATION**, **EQUAL OPPORTUNITIES MONITORING FORM** and **COMPETENCY APPLICATION FORM**.)

<Org> recruit on the basis of a candidate's relevant skills, knowledge and experiences and therefore managers are asked to only consider information in the competency section of the form, i.e. an assessment of the candidate's competencies against the requirements for the vacancy.

When <Org> assess the application, recruiting managers will only receive and review the competency section (HR or other colleagues will provide an initial sift to ensure applicants have the minimum required qualifications/work experience). All Personal Information and Equal Opportunity forms will be detached and will be held by an administrator for information and monitoring purposes only. **These forms will not be seen at any stage by those carrying out the short listing.**

The Job Description and Person Specification

A job and person specification are the key documents in a selection process and they should describe the profile of the role and the qualities required by a candidate to fill that role, by listing the key experiences, skills and competencies required to do the job effectively. Under age regulations it is lawful to seek information about the quality of experience but potentially discriminatory to specify time-linked experience.

In ensuring we have a discrimination free process, it is essential that you carefully consider the requirements of the role and ensure that only those criteria, which are essential for the role to be effectively carried out, are described.

This allows for a consistent method by which <Org> can identify and measure people against a clearly stated set of criteria. You must be sure that when you specify a competency requirement you are satisfied that it really is needed as part of the job. The inclusion of 'unnecessary' competencies can go against the principals of equal opportunity by inadvertently discriminating against many groups of people.

'Essential' criteria are those which you must have to carry out the responsibilities of the job. The person specification should show which criteria will be used to shortlist candidates for interview.

'Desirable' criteria may also be included. These are extra requirements which may be considered if we receive too many applicants who meet our 'essential' criteria.

Note Care should be taken when specifying 'desirable' criteria which must be linked to the role and responsibilities of the job, e.g. requiring a driving licence would not be appropriate if driving is not – and never would be – required for the job.

TEMPLATE GUIDANCE NOTES FOR MANAGERS DISCRIMINATION FREE SELECTION PROCESS

Competencies

<Org> application process focuses on the competencies required to do a job to reduce the chances of discrimination and ensure we select the best candidates for a job.

Competencies has become the common term to describe the ability to do a job and the sets of behaviours that someone must demonstrate in order to perform the tasks and functions required.

Competencies are used in the following ways;

- **Recruitment and selection** Choosing the right people to join and progress in an organisation.
- **Training and development** Identifying gaps and helping employees develop in the right direction.
- **Development, promotion and succession planning:** assessing employees' readiness or potential to take on new challenges.
- **Annual appraisals and/or performance related pay** Appraising and managing performance according to competency.
- **Change management** Using competencies when restructuring or dealing with other cultural changes.
- **Grading structures.**

Applicants are asked to consider situations from their past experience that fully demonstrate their abilities and skills in each competency area. They are guided to include experience which could be from a work situation or from any other situation that they feel to be relevant e.g. as a member of a Parent Teacher Association or voluntary work.

An example of a competency (in green type), is shown below along with a sample answer (in black type):

Communication

Selecting the most appropriate form of communication. Effective communication both orally and in writing. Influencing others through effective forms of communication. Active listening and demonstrating empathy with the audience. Ensuring attention to detail. Building effective networks internally and externally.

"In my current role I am responsible for preparing and delivering presentations to colleagues on the implementation of our new financial systems. This involved developing a PowerPoint presentation and supporting workshop materials and for delivering the presentation to staff at all levels of the organisation. I worked with external suppliers to develop the workshop and had to recognise that the financial experience of participants was varied. In this respect I had to be sensitive to the individual needs of the audience and sought feedback on their individual levels of understanding once the workshop had concluded."

TEMPLATE GUIDANCE NOTES FOR CANDIDATES COMPLETING YOUR APPLICATION PACK

PLEASE READ THE FOLLOWING GUIDANCE NOTES BEFORE AND WHILE COMPLETING YOUR APPLICATION.

THIS PACK CONTAINS

JOB DESCRIPTION

This outlines the main responsibilities of the job and will help you to complete the **COMPETENCY APPLICATION FORM**.

PERSON SPECIFICATION

This is an important document and explains what we are looking for. It tells you what knowledge, experience and skills you need to do the job. These 'criteria' are used to select candidates for shortlist and interview.

'Essential' criteria are those which you must have to carry out the responsibilities of the job. The person specification should show you which criteria will be used to shortlist candidates for interview.

'Desirable' criteria may also be included. These are extra requirements which may be considered if we receive too many applicants who meet our 'essential' criteria.

APPLICATION FORM

Our application form is divided into three separate sections: **PERSONAL INFORMATION**, **EQUAL OPPORTUNITIES MONITORING FORM** and **COMPETENCY APPLICATION FORM**.

When your application is assessed, you will be selected on the basis of the **COMPETENCY APPLICATION FORM**.

The **PERSONAL INFORMATION** and **EQUAL OPPORTUNITIES MONITORING FORM** will be detached and will be held by our HR Team for information and monitoring purposes only. These sections will not be seen by the short listing panel.

TEMPLATE GUIDANCE NOTES FOR CANDIDATES COMPLETING YOUR APPLICATION PACK

PLEASE READ THE FOLLOWING GUIDANCE NOTES BEFORE AND WHILE COMPLETING YOUR APPLICATION.

PERSONAL INFORMATION

Please complete name, address and contact details. You should also indicate your preferred method of contact for us to use.

If you need a driving licence it will say so in the job specification. If so, please indicate the type of driving licence you hold.

If you require any adjustments to be made in the event that you are invited for interview, please outline them in this section (for example if you require wheelchair access).

You should provide the name and details of two referees, one of whom should preferably be your current or most recent employer. We will only make contact with your referees with your express permission.

Employment History

You should provide details of your employment history, starting with your current or most recent employer. In completing this section, think about voluntary or unpaid work that you may have undertaken. Note your role and key achievements/responsibilities. We will need this information to ensure you have the work experience (if necessary) for this job.

In the final column you should note your reason for leaving, for examples see below:

Employer (Name & Full Address)	Jobs Held / Key Achievements	Reason for Leaving
		e.g. Alternative employment, promotion, spend time with family, life work balance, further education, career change, caring responsibilities; or contract ended; or dismissal (please state reason).

Education and Qualifications

You should give full details of all educational, technical and professional qualifications, with attainment levels and subject areas clearly defined. We will need this information to ensure you have the qualifications (if necessary) for this job.

Please name any institute or professional body in full and include attainment level	
Institution/professional body	Qualification and attainment level
School, FE College, University etc.	GCSE or equivalent (number, subjects and grades)
	A Level or equivalent (number, subjects and grades)
	1st Degree Level (subject(s) and grade(s))
	Other professional qualifications.

Dates

Please note that we are keen to encourage candidates to minimise age/date information, but in some roles we may be required by law to request specific information

Personal Development

Please give full details of personal development that you have undertaken. This could be formal courses you may have attended, any forms of mentoring or coaching you have taken part in, membership of associations or professional groups. Think carefully about how you have developed your skills throughout your career and note any thing you feel relevant in this section.

TEMPLATE GUIDANCE NOTES FOR CANDIDATES COMPLETING YOUR APPLICATION PACK

PLEASE READ THE FOLLOWING GUIDANCE NOTES BEFORE AND WHILE COMPLETING YOUR APPLICATION.

EQUAL OPPORTUNITIES MONITORING FORM

<Company> is committed to equal opportunities and diversity (summary of policy) to ensure we received applications from all sections of society we ask applicants to complete an equal opportunities monitoring form. You may choose not to complete this form, or not to answer specific questions.

All information provided is treated in the strictest confidence.

COMPETENCY APPLICATION FORM

RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

You will be selected for interview based on the skills (competencies) outlined in this part of the application form, and it is therefore essential you take this opportunity to demonstrate relevant skills, knowledge and experience **in relation** to the job vacancy advertised. This is known as a competency based approach.

A competency based approach is used in many organisations to show candidates the precise skills, knowledge and behaviour that an individual must have to do a job. We use a competency approach to ensure we do not discriminate against candidates with different types of backgrounds. By clearly stating your abilities you are able to tell us if you are the right person for the job.

For example: Details of the competencies that you require in this role are as follows: Communication, Planning and Organising, Team working and Leadership

You should consider situations from your past experience that fully demonstrate the competency in question. This experience could be from a work situation or from any other situation that you may feel to be relevant, e.g. as a member of a Parent Teacher Association or voluntary work.

An example of a competency (in green type), is shown below along with a sample answer (in black type):

Communication

Selecting the most appropriate form of communication. Effective communication both orally and in writing. Influencing others through effective forms of communication. Active listening and demonstrating empathy with the audience. Ensuring attention to detail. Building effective networks internally and externally.

"In my current role I am responsible for preparing and delivering presentations to colleagues on the implementation of our new financial systems. This involved developing a PowerPoint presentation and supporting workshop materials and for delivering the presentation to staff at all levels of the organisation. I worked with external suppliers to develop the workshop and had to recognise that the financial experience of participants was varied. In this respect I had to be sensitive to the individual needs of the audience and sought feedback on their individual levels of understanding once the workshop had concluded."

Tip In preparing this part of your application, it is useful to make a rough draft first. Check through the draft to make sure that it is clear and that it covers all the criteria, before you complete the actual form. Please give all the information that you think we may need – refer to the job description – as we cannot guess or assume anything about you.

Should you wish to provide more information than there is space available, please continue onto no more than one additional sheet of paper and ensure you label and number any attached sheet.

PAGE 1

PERSONAL INFORMATION (CONFIDENTIAL)

Please refer to guidance when completing your application

Post title:

Reference Number:

1. Personal Details

Name:

Address:

Post Code:

Contact details: (Please tick preferred contact detail)

Email address:

Telephone Home:

Business:

Mobile:

2. General

Do you hold a current driving licence? Yes No

If Yes, which licence is it Full Provisional LGV PCV

Are there any adjustments that may be required to be made should you be invited for interview?

If so, please state here:

Please indicate two people who can provide references - one of whom should preferably be your present/most recent employer:

Name:

Name:

Address:

Address:

Tel.No.

Tel.No.

Email:

Email:

Occupation:

Occupation:

I give/do not give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate).

I give/do not give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate).

PAGE 2

PERSONAL INFORMATION CONTINUED (CONFIDENTIAL)

Please refer to guidance when completing your application

3. Employment history

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

Employer (Name & Full Address)	Jobs Held / Key Achievements	Reason for Leaving

Please continue on a separate sheet if necessary, giving page number and title heading

PAGE 3

PERSONAL INFORMATION CONTINUED (CONFIDENTIAL)

Please refer to guidance when completing your application

4. Educational, Technical and Professional Qualifications

Please name any institute or professional body in full and include attainment level

5. Personal Development

Personal Development (include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable).

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PERSONAL INFORMATION CONTINUED (CONFIDENTIAL)

Please refer to guidance when completing your application

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes No

If Yes, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment? Yes No

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

6. Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature

Date

Please return your completed application form to xxxxx xxxxxxxx xxxxxxxxxxx xxxxx xxxxxxxx xxxxxxxx xxxxxxx xxxxx xxxxx xxxxxxxx xxxxx xxxxxxx xxxxxxx xxx xxxxxxx

PAGE 1

EQUAL OPPORTUNITIES MONITORING

This section of the application will be detached from your application and will be used solely for monitoring purposes.

< Company > recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

White:

British Irish Any other white background*

Mixed:

White and Black Caribbean White and Black African White and Asian Any other mixed background*

Black or Black British

Caribbean African Any other Black background*

Asian or Asian British

Indian Pakistani Bangladeshi Any other Asian background*

Chinese or Other Ethnic Group

Chinese Other Ethnic Group*

*Please specify

Gender Please specify

Date of Birth

Do you consider yourself to have a disability:

Yes

No

If yes, please state nature of disability:

The Disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities"

If you wish, you may disclose information about yourself in this section about your:

Religion

Sexual orientation

How did you become aware of this vacancy?

Media:

Date:

Reference:

PAGE 1

COMPETENCY APPLICATION FORM RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

Please refer to guidance when completing your application

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this role (as outlined in the Competency Specification). You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).

Communication

Planning and Organising

PAGE 2

COMPETENCY APPLICATION FORM CONTINUED RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

Please refer to guidance when completing your application

Team Working

Leadership

Essential requirements

Do you hold a full, current driving licence?

Yes

No

Please continue on a separate sheet if necessary, giving page number and title heading