

Useful information for making your application

This leaflet contains information to assist you with completing your application as well as important details about the job application process. Please read this leaflet carefully and if you have any questions, contact a member of the HR team.

Your application pack

In this application pack, you should have received the following information:

- Job information leaflet ('A day in the life of...')
- Useful information for making your application
- Application form
- Employment Screening Disclosure or Non Disclosure form
- Security questionnaire (if applicable)
- Criminal Records Bureau (CRB) questionnaire (if applicable)
- Diversity and Equality Policy
- Location map for the assessment day (if applicable)
- Schedule S or YJB Form A
- Important Notice
(People Banned from Working with Children)

Hints on form filling

Application form

On completing your application form it is essential that you:

- Use black ink
- Read it thoroughly
- Follow the instructions
- Ensure that you complete all the sections in detail because an attached CV is not acceptable as an alternative
- Pay special attention to the Employment History section adding in all contact details
- Complete all employment and unemployment details on a month to month basis without any gaps
- State your reason for leaving each job including any dismissal
- Include education details and dates
- Provide relevant job training information
- Ensure that you sign and date all the forms
- Fully complete the application form to enable us to process your application

Employment Screening information

- All new Rebound employees are subject to national security vetting as part of the conditions of their employment.
- All new applicants are also subject to screening by Rebound.
- All stated periods of employment will be checked and references taken up.
- The three personal references you supply to us will be contacted. Please include all contact details.
- There will be occasions when we may need to contact you for further information to assist with completing your employment screening.
- If you have any questions or concerns regarding your employment screening please contact a member of the HR team.

Important documents to bring to the assessment day

In addition to your completed application and employment screening forms, please bring the following original documents with you to the assessment day (as applicable):

- **Birth Certificate** (ideally long version)
- **Driving licence** (both parts if a card licence)
- **A valid passport**
- **Proof of your National Insurance Number**
 - National Insurance Card
 - P60 or P45 (if applicable)
 - Payslip less than three months old
- **2 Utility bills/statements**
These **MUST** be originals not copies and less than three months old. For example:
 - Gas bill
 - Electricity bill
 - Telephone bill
 - Bank statement
- **Adoption papers** (if appropriate)
- **Marriage certificate** (if appropriate)
- **Change of name deeds** (if appropriate)
- **Forces discharge papers** (if appropriate)



Application checklist

- Read all the information and instructions carefully
- Fully complete and sign the application form
- Fully complete and sign the Employment Screening Disclosure or Non Disclosure form
- Fully complete and sign the Security and CRB questionnaires (if applicable)
- Fully complete the Schedule S or YJB Form A

Preparation for assessment

If you have been invited to an assessment day, please confirm your attendance by calling the HR team.

You must bring your completed application forms and personal documents with you to the assessment day.