For help contact: E. humanresources@autismhampshire.org.uk T. 01489 880881 Ext. 223

# 1) Visit <a href="https://www.autismhampshire.org.uk/jobs/jobs">https://www.autismhampshire.org.uk/jobs/jobs</a>

## 2) Click APPLY **Autism** How we can help About Autism About Us Get Involved Local Autism Directory Care Support Worker (full or part time) Job Reference: JM-CSW-CHEL0719 Closing Date: 31/08/2019 Location: Southampton Remuneration: £16,649 - £18,860 pa (Pro Rata) dependent on skills and qualifications PLUS As the leading autism focused organisation in the region, Autism Hampshire are proud to deliver quality services designed to meet the needs of families, young people and adults with autism.

# 3) No CV Minder account? - fill out form

I do not have a CVMino	Al Minder			
If you do not presently have a CVMinder account, please complete the following details to apply for this vacancy and create your CVMinder account. Autism Hampshire uses CVMinder to securely process your application and update you on your progress.				
Note: any fields marked * are req	quired fields.			
Contact Details				
Title: First Name:* Middle Initials: Last name:* Address:*				
Town: County / State: Country: Post / Zip Code: Phone (Day): Phone (Mobile):	United Kingdom ▼			
Email:* Confirm Email:* Password:*				
	Min. 8 characters including at least:  1 UPPER CASE, 1 lower case, 1 numeric			
Confirm Password:*	e.g. p4ssWord			
Eligibility				
Citizen Of: UK Work Eligible:* Date Of Birth:*	United Kingdom  ▼  ▼  ▼  DOB required for Account Security by CVMinder Support			

•	nanresources@autismhampshire.org.uk <b>T.</b> 01489 880881 Ext. 223
Declaration Of Previous	Convictions
All information is treated as	s confidential and dealt with according to the DBS code of practice.
	exempt from the Rehabilitation of Offenders Act 1974. You are required to declare s, including those considered "spent" under the Act.
	MATION RELATING TO SPENT OR UNSPENT CONVICTIONS, CAUTIONS, WARNINGS LEAD TO WITHDRAWAL OF AN OFFER OF EMPLOYMENT/TERMINATION OF
No	■ I HAVE NO PREVIOUS SPENT or UNSPENT convictions, caution, warnings or
	reprimands*
Yes	○ I HAVE PREVIOUS convictions, cautions, warnings or reprimands regardless of being spent or unspent*
	Details of spent or unspent convictions, cautions, warnings or reprimands:*
Details	
About Me	
Introduction:*	As briefly as possible, please explain why you believe you are the ideal candidate
	for Autism Hampshire.
CV:*	Choose File No file chosen
	(.doc .docx .rtf .txt .odt .pdf only please)
Supplementary:*	Question 1 of 1
	How many years of relevant experience do you have when considering this vacancy?
	1 question remains unanswered 1

# How did you get here?

Heard about this role from:\*

Please choose ... ▼

For help contact: **E.** humanresources@autismhampshire.org.uk **T.** 01489 880881 Ext. 223 Consents

#### Communication

Autism Hampshire may alert you with other suitable vacancies. You can change your alert preferences in your CVMinder account at any time.

I agree to receive invitations and alerts from Autism Hampshire by email.

### Terms

By continuing, you understand that your personal information will be available to Autism Hampshire. More information is required by Autism Hampshire and you will have until 11 Aug 19, 11:59pm to complete your application using your CVMinder account.

Autism Hampshire may contact you by email and telephone. You also agree to CVMinder's Terms and Conditions.

### Confirmation

I understand that the information provided by me to Autism Hampshire must be accurate. If I am successfully appointed and any part of my application is later found to be inaccurate or untrue, I accept that this may result in my dismissal.

**COMMIT & CONTINUE** 

## 4) Receive e-mail, click link and enter your PIN

**CVMinder** <notification@cvminder.com>

To:

DATE

Hi NAME,

Thanks for starting your job application for the role of JOB VACANCY. Autism Hampshire knows that you are working on it.

Here is your **P.I.N.** to access CVMinder for the first time: **sh8890** 

### To complete your job application:

- Access CVMinder at any time. Just go to https://cvminder.com/candidates
- Outstanding sections of your job application are labelled 'Not yet started' or 'Working on it'
- Select each section to complete the information required
- You have until DATE AND TIME to complete your job application
- When you are ready, select Finish! to inform Autism Hampshire that your job application is complete
- You can withdraw your job application at any time before DATE AND TIME

We wish you success with your job application, but if you ever have a problem, please contact us at <a href="mailto:support@cvminder.co.uk">support@cvminder.co.uk</a>. We will do our very best to help you.

The CVMinder Team

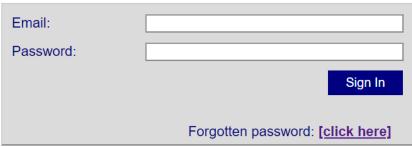
For help contact: E. humanresources@autismhampshire.org.uk T. 01489 880881 Ext. 223

# 5) Log back into your CV Minder account

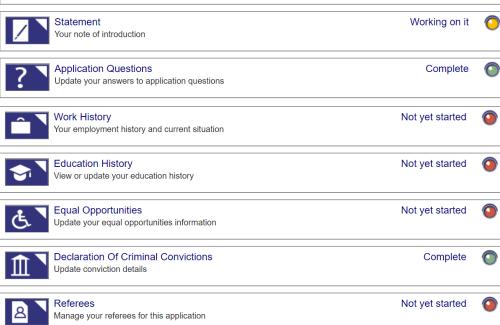
https://cvminder.com/applicants/index.php



# Candidate Sign In

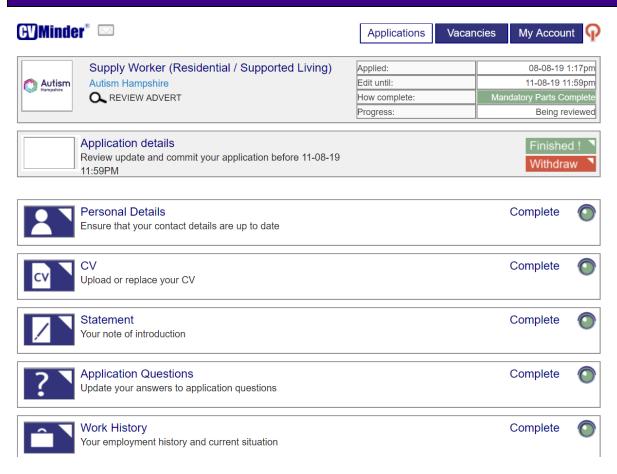


### 6) Complete all sections of your application form @Minder® □ My Account **Applications** Vacancies Supply Worker (Residential / Supported Living) Applied: 08-08-19 1:17pm Autism Hompshire Autism Hampshire Edit until: **C** REVIEW ADVERT How complete: Being reviewed Application details Withdraw Review update and commit your application before 11-08-19 Personal Details Complete Ensure that your contact details are up to date CV Complete Upload or replace your CV Statement Working on it Your note of introduction



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# 7) Once all sections are completed and marked Green – click 'Finished!' to submit



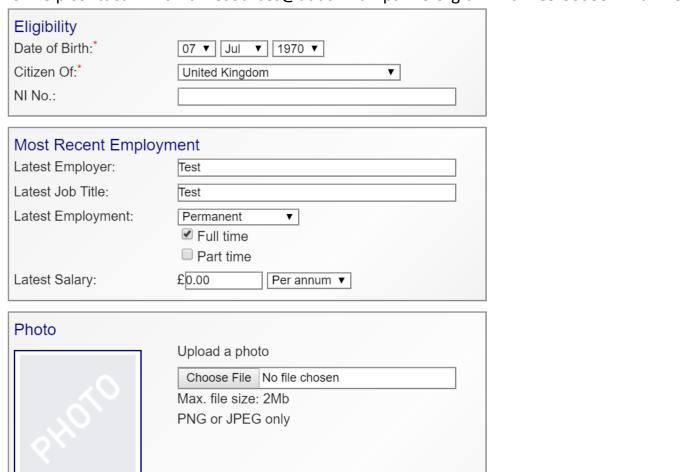
Scroll down for more detailed information about each section of the application form.

For help contact: E. humanresources@autismhampshire.org.uk T. 01489 880881 Ext. 223

# **Personal Details**

Contact Details  Title:	Mr ▼
Firstname:*	NAME
Initials:	
Lastname:*	NAME
Gender:	▼
Address:*	1648 Parkway, Solent Business Park
	Whiteley
Town:*	Fareham
County/State:*	Hampshire
Country:	United Kingdom ▼
Postcode:*	PO15 7AH
Phone (day): <sup>*</sup>	01489880881
Phone (eve):	
Phone (mobile):	
Primary Email:*	
Other Email:	
Driving Licence	
Hold A UK Licence?	I do not hold a UK driving licence ▼
Licenced To Drive:	☐ Moped
	Motorcycle
	Car
	□ LGV C1 □ LGV C
	□ LGV C □ LGV C+E
	Minibus D1
	PSV
	Fork Lift
My Vehicle:	I own a vehicle
	I am prepared to use my vehicle for work
Status:	My driving licence is clean
	Notes about my driving licence or vehicle:

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# **Statement**

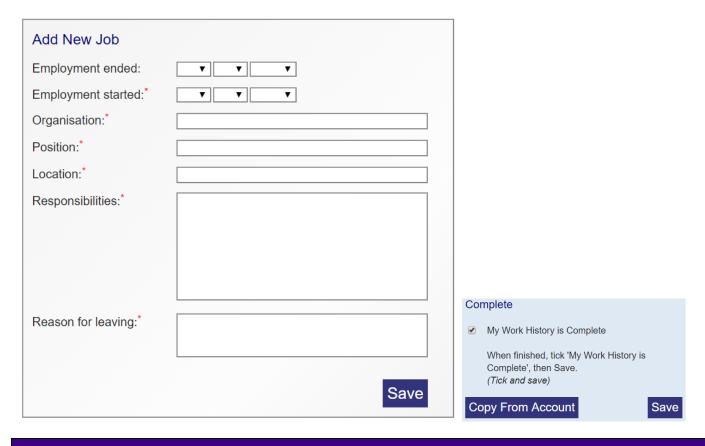
I am the best candidate.

# **Application Questions**

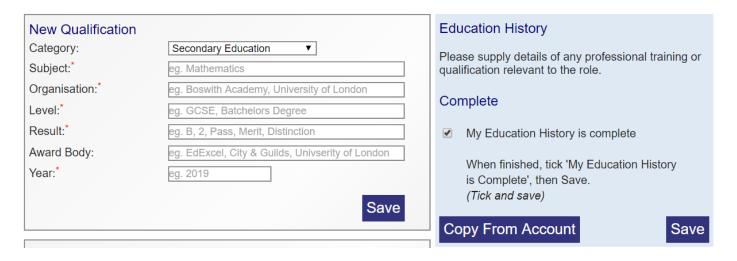
Question 1
How many years of relevant experience do you have when considering this vacancy?
Test

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# **Work history**



# **Education History**



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# **Equal Opportunities**

Age	Ethnicity		
	Please declare your ethnicity.		
Your age is calculated from your date of birth. Please ensure that the	Arabian		
declaration is correct.	Asian		
	Bangladeshi		
0 16-25	Black African		
<ul><li>26-35</li></ul>	Black British     Black Caribbean		
	Black Other		
36-45	Chinese		
46-55	Dual Heritage		
○ 56+	Indian		
	Pakistani White British		
	White European		
Disability	White Other		
	Other		
Disability is defined as physical or mental impairment that has a substantial			
and long-term negative effect on your ability to do normal daily activities.	Gender		
	Please declare your gender.		
○ Yes			
○ No	Female Male		
	Transgender		
Prefer not to say	Prefer not to say		

# **Declaration of Criminal Convictions**

**Update Convictions Details** I HAVE NO PREVIOUS SPENT or UNSPENT convictions, caution, All information is treated as confidential and dealt warnings or reprimands\* with according to the DBS code of practice Yes Applicants for all posts are exempt from the Rehabilitation of Offenders Act 1974. You are I HAVE PREVIOUS convictions, cautions, warnings or reprimands required to declare prosecutions or convictions regardless of being spent or unspent\* including those considered "spent" under the Act. Details of spent or unspent convictions, cautions, warnings or FAILURE TO REVEAL INFORMATION RELATING TO SPENT OR UNSPENT CONVICTIONS, CAUTIONS, WARNINGS AND REPRIMANDS COULD LEAD TO WITHDRAWAL OF AN OFFER reprimands: OF EMPLOYMENT/TERMINATION OF EMPLOYMENT. Your declaration will be reviewed by only approved staff members of Autism Hampshire Copy From Account Save

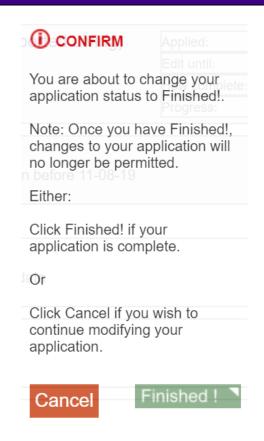
# Referees

Referee 1				Referee Requi	rement		
Referee name:	Test			Create and share Hampshire	at least 2 re	ferees with A	utism
Relationship to me:	Test		7				
Position:				Update this ref	eree		
Organisation: Addresss: Postcode:				We will only conta Conditional Offer contact details for including your mo Share Referee Select which of th	of Émployment two profess sist recent em	ent. Please pi ional referend iployer.	rovide ces,
Country:	United Kingdom	,	-	to share this refer	ee with:		
Phone:				Autism H	Hampshire		Share 🗹
Mobile:	023135448			Hompshire			
Email:							
				Save		Delete F	Referee

Finished!

For help contact: E. humanresources@autismhampshire.org.uk T. 01489 880881 Ext. 223

# **Confirm Finished!**



Application Submitted Limited changes may be made

---- Forwarded message -----

From: CVMinder <notification@cvminder.com>

To: Sent:

**Subject:** Application Complete

Dear NAME

Great news! Your application for the role of JOB TITLE appears to be complete.

Autism Hampshire is aware of your progress and will review your application in due course.

If you are happy with the all of your details, select 'Finished!' at the top of your application. You'll be letting Autism Hampshire know that you've completed your edits and that your application is ready for review.

Keep an eye on your email for further updates and don't forget to check your application progress in your CVMinder account at <a href="https://cvminder.com/candidates">https://cvminder.com/candidates</a>.

We wish you success with your application.

The CVMinder Team