

# JOB APPLICANT – GUIDANCE NOTES

For help contact: **E.** [humanresources@autismhampshire.org.uk](mailto:humanresources@autismhampshire.org.uk) **T.** 01489 880881 Ext. 223

**1) Visit <https://www.autismhampshire.org.uk/jobs/jobs>**

**2) Click APPLY**



[How we can help](#) [About Autism](#) [About Us](#) [Get Involved](#) [Local Autism Directory](#) [New](#)

VACANCIES

APPLY

## 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 overtime

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 CVMinder account



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 required fields.

### Contact Details

Title:	<input type="text"/>
First Name:*	<input type="text"/>
Middle Initials:	<input type="text"/>
Last name:*	<input type="text"/>
Address:*	<input type="text"/>
	<input type="text"/>
Town:*	<input type="text"/>
County / State:*	<input type="text"/>
Country:	<input type="text" value="United Kingdom"/>
Post / Zip Code:*	<input type="text"/>
Phone (Day):*	<input type="text"/>
Phone (Mobile):	<input type="text"/>
Email:*	<input type="text"/>
Confirm Email:*	<input type="text"/>
Password:*	<input type="text"/>
	Min. 8 characters including at least: 1 UPPER CASE, 1 lower case, 1 numeric e.g. p4ssWord
Confirm Password:*	<input type="text"/>

### Eligibility

Citizen Of:	<input type="text" value="United Kingdom"/>
UK Work Eligible:*	<input type="text"/>
Date Of Birth:*	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

DOB required for Account Security by CVMinder Support

## JOB APPLICANT – GUIDANCE NOTES

For help contact: **E.** [humanresources@autismhampshire.org.uk](mailto:humanresources@autismhampshire.org.uk) **T.** 01489 880881 Ext. 223

### Declaration Of Previous Convictions

All information is treated as confidential and dealt with according to the DBS code of practice.

Applicants for all posts are exempt from the Rehabilitation of Offenders Act 1974. You are required to declare prosecutions or convictions, including those considered "spent" under the Act.

FAILURE TO REVEAL INFORMATION RELATING TO SPENT OR UNSPENT CONVICTIONS, CAUTIONS, WARNINGS AND REPRIMANDS COULD LEAD TO WITHDRAWAL OF AN OFFER OF EMPLOYMENT/TERMINATION OF EMPLOYMENT.

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:\*

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:\*

## JOB APPLICANT – GUIDANCE NOTES

For help contact: **E.** [humanresources@autismhampshire.org.uk](mailto: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 [support@cvminder.co.uk](mailto:support@cvminder.co.uk). We will do our very best to help you.

The CVMinder Team

## JOB APPLICANT – GUIDANCE NOTES

For help contact: [E. humanresources@autismhampshire.org.uk](mailto: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

Email:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Sign In"/>	
Forgotten password: <a href="#">[click here]</a>	

### 6) Complete all sections of your application form

[Applications](#)[Vacancies](#)[My Account](#)

	Supply Worker (Residential / Supported Living) <a href="#">Autism Hampshire</a> REVIEW ADVERT	Applied: 08-08-19 1:17pm Edit until: 11-08-19 11:59pm How complete: <b>Incomplete</b> Progress: Being reviewed
--	---	---

	Application details Review update and commit your application before 11-08-19 11:59PM	<input type="button" value="Withdraw"/>
--	--	---

	Personal Details Ensure that your contact details are up to date	Complete
--	---	----------

	CV Upload or replace your CV	Complete
--	---------------------------------	----------

	Statement Your note of introduction	Working on it
--	--	---------------

	Application Questions Update your answers to application questions	Complete
--	---	----------

	Work History Your employment history and current situation	Not yet started
--	---	-----------------

	Education History View or update your education history	Not yet started
--	--	-----------------

	Equal Opportunities Update your equal opportunities information	Not yet started
--	--	-----------------

	Declaration Of Criminal Convictions Update conviction details	Complete
--	--	----------

	Referees Manage your referees for this application	Not yet started
--	---	-----------------

## JOB APPLICANT – GUIDANCE NOTES

For help contact: [E.humanresources@autismhampshire.org.uk](mailto:E.humanresources@autismhampshire.org.uk) T. 01489 880881 Ext. 223

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

[Applications](#)[Vacancies](#)[My Account](#)

	<b>Supply Worker (Residential / Supported Living)</b>	
	<a href="#">Autism Hampshire</a>	
	<a href="#">REVIEW ADVERT</a>	
	Applied:	08-08-19 1:17pm
	Edit until:	11-08-19 11:59pm
	How complete:	Mandatory Parts Complete
	Progress:	Being reviewed

	<b>Application details</b> Review update and commit your application before 11-08-19 11:59PM	Finished !
		Withdraw

	<b>Personal Details</b> Ensure that your contact details are up to date	Complete
--	--	----------

	<b>CV</b> Upload or replace your CV	Complete
--	--	----------

	<b>Statement</b> Your note of introduction	Complete
--	---	----------

	<b>Application Questions</b> Update your answers to application questions	Complete
--	--	----------

	<b>Work History</b> Your employment history and current situation	Complete
--	--	----------

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

## JOB APPLICANT – GUIDANCE NOTES

For help contact: **E.** [humanresources@autismhampshire.org.uk](mailto:humanresources@autismhampshire.org.uk) **T.** 01489 880881 Ext. 223

### Personal Details

#### Contact Details

Title:	<input type="text" value="Mr"/>
Firstname:*	<input type="text" value="NAME"/>
Initials:	<input type="text"/>
Lastname:*	<input type="text" value="NAME"/>
Gender:	<input type="text"/>
Address:*	<input type="text" value="1648 Parkway, Solent Business Park"/>
	<input type="text" value="Whiteley"/>
Town:*	<input type="text" value="Fareham"/>
County/State:*	<input type="text" value="Hampshire"/>
Country:	<input type="text" value="United Kingdom"/>
Postcode:*	<input type="text" value="PO15 7AH"/>
Phone (day):*	<input type="text" value="01489880881"/>
Phone (eve):	<input type="text"/>
Phone (mobile):	<input type="text"/>
Primary Email:*	<input type="text"/>
Other Email:	<input type="text"/>

#### Driving Licence

Hold A UK Licence?	<input type="text" value="I do not hold a UK driving licence"/>
Licenced To Drive:	<input type="checkbox"/> Moped <input type="checkbox"/> Motorcycle <input type="checkbox"/> Car <input type="checkbox"/> LGV C1 <input type="checkbox"/> LGV C <input type="checkbox"/> LGV C+E <input type="checkbox"/> Minibus D1 <input type="checkbox"/> PSV <input type="checkbox"/> Fork Lift
My Vehicle:	<input type="checkbox"/> I own a vehicle <input type="checkbox"/> I am prepared to use my vehicle for work
Status:	<input type="checkbox"/> My driving licence is clean

Notes about my driving licence or vehicle:

#### Education

Education Level:	<input type="text" value="N/A"/>
------------------	----------------------------------

## JOB APPLICANT – GUIDANCE NOTES

For help contact: **E.** [humanresources@autismhampshire.org.uk](mailto:humanresources@autismhampshire.org.uk) **T.** 01489 880881 Ext. 223

### Eligibility

Date of Birth:\*

Citizen Of:\*

NI No.:

### Most Recent Employment

Latest Employer:

Latest Job Title:

Latest Employment:

☒ Full time  
☐ Part time

Latest Salary:

### Photo



Upload a photo

Max. file size: 2Mb

PNG or JPEG only

## Statement

I am the best candidate.

## Application Questions

### Question 1

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

## JOB APPLICANT – GUIDANCE NOTES

For help contact: [E.humanresources@autismhampshire.org.uk](mailto:E.humanresources@autismhampshire.org.uk) T. 01489 880881 Ext. 223

### Work history

#### Add New Job

Employment ended:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employment started:*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisation:*	<input type="text"/>		
Position:*	<input type="text"/>		
Location:*	<input type="text"/>		
Responsibilities:*	<input type="text"/>		
Reason for leaving:*	<input type="text"/>		

Save

#### Complete

☒ My Work History is Complete

When finished, tick 'My Work History is Complete', then Save.  
(Tick and save)

Copy From Account

Save

### Education History

#### New Qualification

Category:	<input type="text" value="Secondary Education"/>
Subject:*	<input type="text" value="eg. Mathematics"/>
Organisation:*	<input type="text" value="eg. Boswith Academy, University of London"/>
Level:*	<input type="text" value="eg. GCSE, Bachelors Degree"/>
Result:*	<input type="text" value="eg. B, 2, Pass, Merit, Distinction"/>
Award Body:	<input type="text" value="eg. EdExcel, City &amp; Guilds, University of London"/>
Year:*	<input type="text" value="eg. 2019"/>

Save

#### Education History

Please supply details of any professional training or qualification relevant to the role.

#### Complete

☒ My Education History is complete

When finished, tick 'My Education History is Complete', then Save.  
(Tick and save)

Copy From Account

Save



## JOB APPLICANT – GUIDANCE NOTES

For help contact: [E.humanresources@autismhampshire.org.uk](mailto:E.humanresources@autismhampshire.org.uk) T. 01489 880881 Ext. 223

### Equal Opportunities

#### Age

Your age is calculated from your date of birth. Please ensure that the declaration is correct.

- ☐ 16-25  
☒ 26-35  
☐ 36-45  
☐ 46-55  
☐ 56+

#### Disability

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.

- ☐ Yes  
☐ No  
☒ Prefer not to say

#### Ethnicity

Please declare your ethnicity.

- ☐ Arabian  
☒ Asian  
☐ Bangladeshi  
☐ Black African  
☐ Black British  
☐ Black Caribbean  
☐ Black Other  
☐ Chinese  
☐ Dual Heritage  
☐ Indian  
☐ Pakistani  
☐ White British  
☐ White European  
☐ White Other  
☐ Other

#### Gender

Please declare your gender.

- ☐ Female  
☐ Male  
☐ Transgender  
☒ Prefer not to say

### Declaration of Criminal Convictions

#### ☒ 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:\*

#### Update Convictions Details

All information is treated as confidential and dealt with according to the DBS code of practice.

Applicants for all posts are exempt from the Rehabilitation of Offenders Act 1974. You are required to declare prosecutions or convictions, including those considered "spent" under the Act.

FAILURE TO REVEAL INFORMATION RELATING TO SPENT OR UNSPENT CONVICTIONS, CAUTIONS, WARNINGS AND REPRIMANDS COULD LEAD TO WITHDRAWAL OF AN OFFER 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 name:	<input type="text" value="Test"/>
Relationship to me:	<input type="text" value="Test"/>
Position:	<input type="text"/>
Organisation:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode:	<input type="text"/>
Country:	<input type="text" value="United Kingdom"/>
Phone:	<input type="text"/>
Mobile:	<input type="text" value="023135448"/>
Email:	<input type="text"/>

#### Referee Requirement


Create and share at least 2 referees with Autism Hampshire

#### Update this referee

We will only contact your referees at the time of any Conditional Offer of Employment. Please provide contact details for two professional references, including your most recent employer.

#### Share Referee

Select which of the following organisations you wish to share this referee with:

 Autism Hampshire	Share <input checked="" type="checkbox"/>
--	---

[Save](#)


[Delete Referee](#)

[Finished !](#)

## JOB APPLICANT – GUIDANCE NOTES

For help contact: **E.** [humanresources@autismhampshire.org.uk](mailto:humanresources@autismhampshire.org.uk) **T.** 01489 880881 Ext. 223

### Confirm Finished!

 **CONFIRM**

You are about to change your application status to Finished!.

Note: Once you have Finished!, changes to your application will no longer be permitted.

Either:

Click Finished! if your application is complete.

Or

Click Cancel if you wish to continue modifying your application.

**Application Submitted**  
Limited changes may be made

----- Forwarded message -----

**From:** CVMinder <[notification@cvminder.com](mailto: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 <https://cvminder.com/candidates>.

We wish you success with your application.

The CVMinder Team