

## Guidance Notes

Please read these notes carefully before completing the application form. It is important that you take your time to fill in the application form as fully and accurately as possible. The decision to invite you for interview is based entirely on the information given on the application form.

### General Points

- Please complete all parts of the application form and type or use black ink so that when we photocopy the form, it is clear and legible
- Do not send a curriculum vitae (CV), as this will not be considered
- The application pack contains a job description and person specification. The job description lists the duties/main tasks of the post, the person specification lists the knowledge, skills, experience and qualifications needed and the methods used to assess each of these.

### Personal Details

- Please be sure to complete the 'position applied for' and closing date sections to ensure that you are considered for the right post
- Give your full name, address, postcode and telephone numbers
- If this post requires the use of a vehicle, this will be indicated on the application form.
- Where a post is suitable for job sharing, applicants will be asked to state if they wish to consider a job share.

### Education and Job Related Qualifications

- Give details of your educational qualifications and training, starting with the most recent
- Include all qualifications, which may be part-time as well as full-time
- Tell us about any past education and training that you have received as well as any relevant experience/training in your present job.

### Present or Most Recent Job

If you are employed, please give details about your present job.

### Previous Employment

Please give details of all your previous jobs since leaving school/college in date order starting with the most recent. Any gaps in your employment history may need to be explained. Use a separate sheet if necessary - please name and number it.

### Voluntary Work

- Many people will have developed relevant skills and knowledge through voluntary work and work experience. You will need to show how you could fit these skills and knowledge into the person specification
- Think carefully about what you have done in the past, at home, school and leisure, paid or unpaid employment as you may wish to draw on the skills you developed

- Do not be put off if you have not worked for a long time, think carefully about any experience that you may have gained.

## **Relevant Skills, Knowledge and Experience**

- This is a very important part of your application form as it gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description and person specification
- Give examples to show how or what you have done to meet each area on the person specification. Be specific about your skills and specify your own responsibilities, demonstrate a particular skill rather than simply saying you have it
- For example, if the person specification asks you to demonstrate an ability to recruit volunteers, you may want to describe what methods/processes you have used to do this, at what level and how successful or effective you were
- Please name and number any continuation sheets.

## **References**

Your first referee must be your present employer or if you are not employed at present, your last employer. Please note that we will only take up references if you are offered the post and we may also contact your past employers where it seems necessary.

## **Immigration, Asylum and Nationality Act**

The law states that you must be entitled to reside and/or work in the United Kingdom. If your application is successful, you will be asked to show that you are entitled to work for us. You may be able to meet this request by providing your National Insurance number. In the absence of this we may ask to see your passport or other documentation to show your entitlement to work.

## **Criminal Convictions**

If the vacancy is exempt from the Rehabilitation of Offenders legislation, this will be explained in the application form. If it is, you should tell us about ANY cautions, convictions or bindovers on the application form and tell us if there are proceedings outstanding against you.

If the post is not exempt from the provisions of the legislation, but you have any 'unspent' caution, conviction or bindover, you must declare this on the application form.

Having a criminal record does not automatically prevent you from being considered for a job and we will take into account all the necessary details and their relevance to the job. If you are shortlisted, this will be discussed with you at interview.

Finally, check that you have answered all the questions, sign and date the application form, making sure that you send the form to us on time. We will not consider any applications that we receive after the closing date.