

#### Important Advice on Completing the Application Form

Thank you for your interest in the post we have advertised. The job description and person specification are attached, together with an application form. The following advice is designed to help you complete the application form as effectively as possible. Although we ask for education and training details, we give more weight to the skills, knowledge, experience etc. listed in the person specification.

Please note: we consistently receive applications that do not give the information required as set out below. Thus, the applications can be of a very poor quality and do not reflect the learning and experience an applicant appears to have from looking at their qualifications etc. Please read the following very carefully and follow the guidance given.

Please do not send your CV. It will not be taken into account when considering your application.

##### **The Job Description & Person Specification**

Read and thoroughly analyse the job description.

Ask yourself why you are interested in the job.

Would it be a job you would enjoy and find satisfying? Why?

You need to answer these questions on the application form.

In the person specification you will find listed the education and training, values, knowledge, experience, skills and abilities necessary to do the job. **This is what the short listing group will focus on.** Make sure that you address every point on the person specification, giving examples if you can, to prove you possess the qualities we are looking for.

##### **Consider Your Experience**

Have you got the necessary skills, knowledge and experience?

Every bit of experience counts – think about paid employment, holiday & weekend work, voluntary work and your leisure activities and interests. Include anything in your personal circumstances or experience that has given you insights or skills important to the job.

Explaining your present (and previous) jobs to someone else often helps you uncover ‘hidden’ skills which you may take for granted. So, if you would find it helpful, talk to a friend about this post.

##### **Filling in the Application Form**

You are welcome to submit your application by email.

We suggest writing out the form in rough to avoid mistakes, repeating yourself etc. This also gives you the opportunity to ensure that your form is well organised.

Make sure you stick to the point and answer the question.

1. Education & Training

Don't forget that courses taken at an evening class or trade union education may be relevant. First Aid and any other specific health and safety training courses should be mentioned (do you have a current First Aid Certificate perhaps?)

1. Leisure interests, hobbies and voluntary work.

Give details of any voluntary work or involvement in your community which has given you direct experience, knowledge or skills relevant to the job. Remember to include anything in your personal circumstances or experience which has given you insights or skills important to the job. Listing hobbies and interests gives insights into additional and complementary skills and experience you may have.

1. Supporting Information

This is where you make your case for the job. Make your application for this specific job: don't submit the same one for a series of jobs unless it is equally appropriate.

Make sure that you address all the points on the person specification that are assessed on the application form.

Do not repeat your history: pick out the skills, knowledge and experience required by the job and show that you possess them.

Your form should be written in a concise, well-organised and positive way (e.g. use active words like 'I wrote' or 'I organised') Remember, if you provide examples of when and how you have met the criteria in the Person Specification your application will be stronger. The assessment panel is looking for evidence to support what you state is your experience.

Specify what you have done rather than the work of your project, department or organisation.

## You Are Now Ready To Complete The Form

If you are completing the form by hand write the application using a black ball-point pen – we may wish to photocopy the form if you are short listed.

Keep a copy of the completed application form for future reference.

Make sure you get the form back to us by the deadline stated as we will not accept late applications.