

**Guidance Notes for Applicants**

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 as accurately as possible as applications are scored based on the evidence you provide on how you meet the Person Specification. The decision to invite you for interview is based on the information given on the application form; additional evidence such as a letter will support your application form. Curriculum Vitae’s will not be considered unless specifically invited to supply.

**The Job Description**

* The job description details what sort of duties you would be expected to carry out
* Ask yourself why you are interested in the job
* Would it be a good career move – perhaps to broaden your general work experience or to support the sort of work you might want to undertake as a career

**The Person Specification**

* The person specification will list the skills, knowledge, qualifications and experience required. You should provide evidence that you have these on your application form
* Explaining your present and previous jobs to someone else may help to uncover “hidden” skills, that you take for granted
* Consider any relevant experience you have acquired outside work such as community / voluntary / leisure interests/care for family

**General Points**

Please complete all parts of the application form in type or use black ink so that when we photocopy the form it is clear and legible. If you type the form, please use a font size no less than 11. Application forms that cannot be read will not be considered.

The Application Pack contains a Job Description and a Person Specification. The Job Description lists the duties/main tasks of the post and the Person Specification lists the knowledge, skills and experience and qualifications needed.

We recommend completing a rough draft first to avoid mistakes and repetitions. This also gives you the opportunity to ensure that your form is well organised and relevant.

You should also keep a copy of your completed application form for your own records.

**Personal details**

Please give your full name, address, postcode, email address and telephone numbers.

**Declaration and Accuracy**

By signing the application form, you declare that the answers you have given are full, true and accurate and in no way misleading.

This is particularly important. If we discover after employing you that the answers you gave were inaccurate or misleading in any way, you may be liable to dismissal on the grounds of gross misconduct.

**Disability**

We ask that you advise us if you are living with a disability.

The definition of disability under the Equality Act 2010 is as follows:

A person (P) has a disability if -

(a) P has a physical or mental impairment, and

(b) the impairment has a substantial and long-term adverse effect on P's ability to carry out normal day-to-day activities.

In this context, ‘long-term’ means lasting, or likely to last, more than one year.

The definition is wide. If you are unsure whether or not you are disabled you may wish to take legal and or medical advice. Free advice can sometimes be obtained from your local Citizens Advice Bureau.

You are not legally obliged to tell us if you think you are suffering from a disability but, if you do not do so, we will assume that you are not.

If you are selected for interview, do we need to make any reasonable adjustments for your visit to our offices? Please notify the office before attending.

**Education History, further qualifications and training**

Please give full details of your educational qualifications starting with the most recent. Include all qualifications that you have gained both part time and full time. Tell us of all related courses you have attended and maybe received a qualification in.

**Career Details**

If you are currently employed, please provide full details of your main duties and responsibilities, when you started in your current employment and your reasons for leaving.

**Previous Employment**

Please give details of your previous employment, starting with the most recent. Any gaps in your employment will need to be explained and understood by the interview panel.

**Information in support of your application**

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 please refer to the Job Description and Person Specification.

Give examples to show how or what you have done to meet each of the criteria on the Person specification. Be specific about your skills and specify your own responsibilities; demonstrate a particular skill rather than just 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 with what success.

Please name and number any additional sheets. Please do not add more than two sides of A4 to the application form.

**References**

Please give the names, addresses and contact details of two referees. One should be your current or most recent employer and the other a personal reference from someone who knows you well but who is not a family member. Please indicate whether either referee maybe contacted prior to interview should you be selected.

If you are unable to provide us references in accordance with these requirements for whatever reason, please discuss this with us first.

**Send the Form Back on Time**

* Send your completed form to the address as specified on the application form and/letter
* If there is a date/time by which you must return the form, please make sure you send it so that it is received on time

**If you are unsure of anything, contact us.**

Our contact details can be found within the application form.