

APPLICATION PACK 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 as accurately as possible as applications are scored based on the evidence you provide on how you meet the Person Specification. Poorly completed applications are likely to score low. The decision to invite you for interview is based entirely on the information given on the application form. Any additional information such as CV's or letters are disregarded

GENERAL

- Please complete all parts of the application form and either 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 includes 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, experience and qualifications desirable or essential for the role

APPLICANTS DETAILS

- Please give your full name, address, post code and telephone numbers and email address

REFERENCES

Please give the names and contact details of two referees

- One must be your current or most recent employer
- The other should be the name of a person who can give you a character reference - this person should not work for this company or be a relative or friend
- Please indicate whether either of these referees may be contacted prior to interview should you be selected

ADDITIONAL INFORMATION

These are other questions we need to ask that may be specific to the role for which you are applying. All questions should be answered either by YES or NO giving further details where requested

EDUCATION HISTORY

Please give full details of your educational qualifications starting with the most recent and include all qualifications that you have gained both part time and full time together with any courses you have attended and specialist knowledge and skills you have acquired

EMPLOYMENT HISTORY

If you are currently employed please provide full details of your main duties and responsibilities together with when you started your current employment and your reasons for wanting to leave

PREVIOUS EMPLOYMENT

Please give details of all your previous employment since leaving school/college in date order starting with the most recent. Any gaps in your employment will need to be explained in more detail if you are required to attend for interview

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 and at what level and with what success

Please name and number any continuation sheets. Please do not add more than one more sheet of A4 to the application form.

DISCLOSURE & BARRING SERVICE CHECK

This section should be completed by all applicants although any information disclosed will only be opened if the role applied for requires a DBS check

DECLARATION

The declaration on the front sheet of the application form should be signed and dated after reading it carefully.

The Application Form should then be returned to Age UK Lindsey at the address below remembering that if placed in a large envelope it will require a first or second class **LARGE** postage stamp

Age UK Lindsey
The Old School House
Manor House Street
Horncastle
LN9 5HF