

**GUIDANCE NOTES
On Completing a Job
Application Form**

These notes will help you complete the application form section by section, ensuring that your application is treated fairly and free from discrimination.

Your application form will be used in deciding whether you will be shortlisted and called for an interview. Please therefore complete the form accurately and include all the information asked for.

It is essential that you show on your application how your current and previous work, training, voluntary activities or life experience equip you for the post.

It is essential to complete every section of the form.

Guidance for Individual Sections

Some of the questions on the application form are self-explanatory, or have their own individual instructions. The front page is self-explanatory.

Rehabilitation of Offenders Act 1974 – Disclosure of Criminal Convictions (spent and unspent) – This page should be read, completed and signed with care. We will require the successful applicant to apply for an enhanced or standard (depending on the post) disclosure with the Criminal Records Bureau prior to appointment. A criminal record will not necessarily be a bar to obtaining a position within the organization

If you believe that you have been involved in the kind of incident we need to know about, e.g. convictions (spent and unspent) cautions and warnings please enter details here. It is in your best interests to declare this information to us at this stage. If you have any doubt, please include the information and let us decide what is relevant or irrelevant.

Equal Opportunities Monitoring Form

This is an anonymous form, which is separated from your application before submission to the interview panel for shortlisting for interview purposes. It is also used to assess as a whole whether our recruitment practices are attracting a range of people from all groups within society.

Education

Please list your qualifications, the grades and the dates awarded. You will only be required to provide evidence of your qualifications at interview, if they are requested, in a letter inviting you to attend for interview.

Employment Details

Please provide details of your present post as requested. You should start by inserting the title of your present post immediately to the right of 'Present Post' and then continue with name and address etc. The next section asks you to explain the duties and responsibilities you currently undertake in your present post.

Supporting Statement

This is your opportunity to tell us why you are suitable for the job. Read through the job description and person specification thoroughly so that you are familiar with the duties of the post and the skills, abilities, etc needed to do them effectively. Then tell us how you meet each of the criteria in the person specification by giving details of your relevant experience (paid and unpaid), knowledge, skills, abilities. **You may find it useful to deal with each point in turn.**

If you have been out of work for a long time, or have never been in work, you may have acquired relevant skills and experience from being involved in community or voluntary work, through school or college activities, or by running your home.

We recognise that some areas will require a period of learning in the job and we shall make appropriate allowances for those. Just give as much relevant information as possible.

It is helpful to ensure that the information you give is well organized and relevant. Write in a positive way using examples of what you did

and what activities you engaged in: give examples, use positive statements, e.g. “I organised...” “I helped...” “I directed.....” “I supervised”

References

Referees must be able to comment on your suitability for the post. You must provide the names and addresses of two people who know you and who are able to comment on your suitability for the post. One of these **MUST** be your current / most recent employer. The second reference may be from a previous employer or anybody who could give information relevant to your suitability to perform the duties and responsibilities for the job.

References provided by relatives or people with whom you live are not acceptable. Instead, use someone who knows your capabilities and can comment on your reliability and is aware of your potential.

It is always advisable to make sure that your referees know you have used their names before we contact them to obtain the references. Make sure that the people you choose are willing to act as referees before you give us their details.

Remember to state on the form if you do not want us to contact one or both of them before the interview

Guaranteed Job Interview Scheme

Age UK North Tyneside are proud to be holders of the ‘Two Tick Disability Symbol’.

Part of the conditions of becoming a Disability Symbol user is to commit to five Commitments. One of the 5 pledges is to ensure that all disabled applicants, who meet the minimum criteria for any post, will be guaranteed an interview.