



## COMPLETING THE APPLICATION FORM

### Guidance Notes

These notes are intended to help you complete the enclosed application form. This is of vital importance, as it provides the only information on which we can base our decision as to whether your skills seem to match the needs of the job, and therefore whether to invite you to interview.

### General Points

- \* Your application form will be photocopied and you should therefore complete it in black ink or typescript.
- \* Please provide appropriate information in the sections provided, attached sheets will **not** be accepted or considered.
- \* Please **do not** submit a CV instead of completing this form.
- \* Remember to complete all parts of the application form. If you think some parts do not apply to you, write N/A (not applicable) in the spaces provided for your answer.

### Character Enquiry

Having a criminal record does not automatically exempt you from being considered for any post in this Organisation. We will take into account the nature of the offense and discuss it at the interview.

### Qualifications

- \* Ensure that all relevant qualifications are highlighted.
- \* Also ensure that the necessary qualifications for the post are made clear on the application form.
- \* Candidates that are shortlisted for the position will be required to bring evidence of their qualifications to interview, failure to do so will disqualify them from the recruitment process.

### Employment History and Experience

- \* The information continued in this section is used to assess if you meet the experience requirement for the post.
- \* Voluntary work as well as paid work can be highlighted in this section.

## **Experience Relevant to this Present Application**

- \* This gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job specification and personnel specification in the application pack.
- \* The job specification is an outline of the main duties of the post, together with a description of the skills, experience and competencies necessary to carry out these tasks.
- \* It is essential that you relate experience to the information given in both these documents. Make sure you give specific examples. This means; telling us what you did in your job rather than what the team did; and giving us concrete examples of where you have demonstrated a particular skill, rather than simply saying that you have it.
- \* Where appropriate to the role, you should demonstrate any experience of working or caring for the disadvantaged or those with mental illness.

## **Activities**

- \* Outside activities may demonstrate relevance to the skills required for the post.
- \* Any experience of working or caring for the disadvantaged or those with mental health may also be demonstrated in this section.
- \* You should also provide information in this section about any relevant courses that you have attended.

## **References**

- \* Check with your referees that they are happy for us to contact them before you put them down, as this saves time.
- \* At least one referee should be a current or previous employer.
- \* If you are unemployed, your last employer should be named, and if you have any voluntary or unpaid experience you could include a staff member as one of your referees.

## **Returning the Form**

- \* If you can, take a photocopy of the form. You may be asked questions at interview about the information you have given.
- \* Return it by the closing date to the Human Resources Manager at the address stated on the cover letter.
- \* Remember we can only judge your suitability for the job from the information you give us.

**It is your responsibility to demonstrate on your application form that you meet each element of the essential criteria and where appropriate desirable criteria. Failure to do so will result in your application not being shortlisted. Late applications will not be considered.**

***If you require further information prior to application, please contact the Human Resources Department (028 91 828494). Thank you.***