**Guidance on completing your job application**

The information you provide in your application form is the only information we will use in deciding whether you will be shortlisted for the selection process. Your application form is therefore very important, and the following advice is designed to help you compete it as effectively as possible.

**Using the person specification**

The person specification is the list of criteria or requirements regarded as necessary for the post.

To be considered for an interview you must fulfil each point of the person specification marked “X” in column A (application).

NB: Please note the maximum word count is 2500 words.

Before you fill in the application form look at the job description and person specification and decide how to relate your skills, knowledge, and experience to each point. Try not to repeat yourself by using just one area of your experience to cover more than one requirement.

Draw upon your past and present jobs or interests; you may discover you have a broader range of skills than you imagined. Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for …… I organised…. etc).

The most important thing is to tell us – we are unable to guess or make assumptions.

Remember that voluntary work or work at home can be as valuable as paid employment. It is important that your application relate to the job you are applying for.

**Completing the application form**

Application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis. Write out the form in rough first to avoid mistakes and repetitions. Make sure you complete the form clearly and type it or use dark ink (black ink shows up best when photocopied).

In completing the references section, please give as your referees your current and most recent employers. Send your form to [info@weareuk.org](mailto:info@weareuk.org) on time and keep a copy.

**Shortlisting**

After the closing date, the application forms are read very carefully to see how each person’s skills and experience relate to the skills and experience in the person specification, and applicants who meet requirements marked “X” on the A (application) column will be shortlisted for interview.

Only information contained in the application will be considered in making the decision to shortlist.

**Interviews**

The interview panel is normally made up of three people who ask each candidate questions covering the relevant criteria. The questions are intended to allow you to expand on your application and to show the panel how far you meet the essential requirements of the post. Shortlisted candidates will be asked to complete a task either at or before the interviews.

You will have the opportunity to ask questions about the job, conditions of service etc. Panel members have to keep a record of their assessment of each candidate so that the reasons of their decision are clear and consistent. You should therefore not be worried about the panel taking notes.

We look forward to reading your application.

Good luck and best wishes

Jacky & Donna

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