

# APPLICATION FORM GUIDANCE NOTES

## WHY IS IT IMPORTANT TO COMPLETE THE APPLICATION FORM CORRECTLY?

The information on the application form is used to decide whether we should invite you for interview.

## HOW CAN I MAKE SURE THAT I FILL IT IN CORRECTLY?

First of all, read through all the information supplied to you with the application form. You should pay particular attention to the Job Description, which outlines the duties of the post, and the Person Specification, which states the skills, experience and qualifications that are required for a person to be able to do the job.

The **Job Description** does not include all tasks which may be undertaken by the post holder, but gives an outline of the main duties.

The **Person Specification** details the skills qualifications and experience necessary for the job as either “essential” or “desirable”. ***If you do not demonstrate on your application that you have all the essential qualities stated, it is unlikely that you will be selected for interview.***

**Please do not send in a CV in support of your application. This is because the application form is designed so that information can be compared on a like for like basis. In addition, CVs are unlikely to address the demands of a particular post and are therefore unlikely to do you justice.**

## WHAT ARE ALL THE DIFFERENT SECTIONS FOR?

**Vacancy Details** – Please give the title of the job that you are applying for.

**Personal Details** – This is the information that we will need in order to contact you. Please note if you supply an email address we may use this to contact you to invite you to any interviews so please ensure you check your email boxes.

**Education and Training** – Give details of all education, training and qualifications undertaken from secondary school onwards.

**Membership of Professional Bodies** – Give details of any professional bodies of which you are a member, including the membership grade and renewal date.

**Present Employment** – Give details about your present or most recent job.

**Previous Employment** – Give details of your other jobs in date order from the most recent and listing all work since leaving school/college. You should explain any gaps in your employment history and continue on a separate sheet if necessary.

**Post for which you are applying** – In this section you will be asked to explain or demonstrate your experience to carrying out tasks that are related to the role. You should demonstrate how you meet the person specification by describing any work, experience or training you have had. This could be paid work, voluntary work or work done at home. Please note that if you do not demonstrate that you can meet all of the essential criteria, you are unlikely to be interviewed, so make sure that you do this on the form.

**Equal Opportunities Questionnaire** – Mind in Furness is committed to working towards equal opportunities for all and has employment policies in support of this. In order to make sure that these policies are effective and discrimination does not occur, we need to collect the information asked for on the **Equal Opportunities Questionnaire**. The information provided will not be seen by or used by those involved in the selection process.

**Referees** - Your first referee should be your present employer, or if you are not employed at present, your last employer. Your second referee may be a previous employer or someone who has knowledge of your skills and can comment on your ability to do the job for which you are applying. An example of this would be a referee from a club or charity where you do voluntary work, or your school or college.

**Rehabilitation of Offenders** - You are expected to complete this section if you have been convicted of a criminal offence other than those which are “spent” under the Rehabilitation of Offenders Act 1974. For some

posts we will also require a satisfactory police check once an offer of employment has been made. All information will be treated in the strictest confidence.

### **WHAT HAPPENS NEXT?**

Your completed application form will be used to decide if you should be selected for interview. If you are selected for interview you should be notified within 2 weeks of the closing date. If you have not been contacted within that time you should assume that your application has been unsuccessful.

Please be aware of the closing date of 9 a.m. on Friday 12<sup>th</sup> April 2024 and return your completed application form to:

Email: [schoolstreet@mindinfurness.org.uk](mailto:schoolstreet@mindinfurness.org.uk)

Post: Mind in Furness, The William Bingley Centre, 64 School Street, Barrow in Furness, Cumbria. LA141EW

**Applications received after the closing date will not be accepted.**