 **APPLICATION FORM NOTES**

If you have any access requirements for interview, have any difficulties completing the form or require any further information, please contact:

**Tel:** 01273 89 40 40

**email:** jobs@possabilitypeople.org.uk

# Application process

Thank you for your interest in this post.

The decision on whether to invite you for interview will be made on the basis of the information you provide on the Application Form.

The notes below are designed to help you make the best of your application and to help us process it efficiently.

# Post applied for

Make sure you fill in which post you are applying for in the space provided at the top of the application form.

Indicate whether you are applying for a full or part-time post (or both) if both have been advertised.

# Personal details

Provide only those addresses and phone numbers that it would be appropriate to contact you at before an offer of employment were made.

# Previous employment

Include a full chronological employment history.

# Education and qualifications

Only supply details you feel are relevant to this post.

‘Membership Number’ refers to certain professional qualifications.

# Experience relevant to the post

**This is the most important section of the application form** and where you can demonstrate how your skills and experience match the post requirements.

Read the **Person Specification** within the Job Descriptioncarefully and make sure you consider the items on it. Address each point on the person specification in turn.

Include paid work, voluntary or unpaid work and any life experience you feel is relevant to the post.

# References

Offers of employment will only be made when satisfactory references, DBS check at relevant level, medical clearance (where appropriate) and proof of eligibility to work in the UK have been obtained.

Written testimonials (i.e. ‘to whom it may concern’ letters) are not acceptable.

We are unable to accept references from friends, neighbours or relatives.

If you are not in paid employment, have not been for some time and have worked as a volunteer, you may wish to give the name of your supervisor. You may also consider giving the name of a professional person who knows you well, for example a priest, dentist, doctor, local magistrate, solicitor.

If you are unable to give employment or educational referees please state the reason on your application form. We will consider this on an individual basis and applicants will not be penalised for this if there is a genuine difficulty.

Referees may be contacted prior to your interview (if you are short listed) unless you request otherwise.

Written references will be followed with a phone call to verify.

If you are in any doubt about whether a referee would be acceptable or not, then please contact us.

# Equal opportunities monitoring

To help us monitor the effectiveness of our Equal Opportunities policy, all candidates are requested to complete the Equal Opportunities Monitoring Questionnaire.

This is confidential and does not form part of the decision to select for interview or appoint.

# General

**Complete the application form as a Word document** and save it in that format.

Return your application via email to jobs@possabilitypeople.org.uk. If you are unable to do so please contact us.

**Curricula Vitae** may be sent but will only be used as supplementary information.

Use **additional sheets** for any question if necessary.

Have the **Role Requirements** in mind when answering all sections and give concise examples of how you meet the criteria.

All applicants will be required to produce documentary proof of **eligibility to work in the United Kingdom**.

# Please note

Depending on the volume of enquiries received means that we cannot acknowledge receipt of your application.

All Staff Appointments will be subject to satisfactory DBS Clearance, references and identity verification.

# Positive action statement

As a course of positive action and to ensure a wide representation of our diverse communities, we actively encourage applications from disabled people, people from minority ethnic groups, and those who are trans/TNBI or gender-diverse.

We recognise these communities are currently under-represented in our organisation and we would love to hear from you.