

Guidance notes on completing the Application Form.

You are advised to read the following notes carefully as the decision to shortlist you for interview will be solely based on the information you provide on the form. This advice is designed to help you complete the application form as effectively as possible.

General guidance notes

Please read all notes before completing your application.

All Erewash Voluntary Action job packs contain a job description, person specification and information about our organisation. Read all of this carefully before completing your application.

Decisions about who will be selected for interview will be based only on the information you give in your application form. Therefore, the application form should be filled in as completely and clearly as possible. Pre-prepared Curriculum Vitae (CV) will NOT be accepted with this application.

Copies of references and qualification certificates should not be enclosed with this application.

False or misleading information on this form will disqualify you from appointment, or if appointed will render you liable to dismissal without notice.

Preparing your application

Look carefully at the job description and person specification. The person specification sets out the minimum skills, knowledge and experience required by Erewash Voluntary Action to do the job. Your application will be assessed to see if you meet the requirements of the person specification. This document will be used throughout the selection procedure.

Make sure the information in your application relates directly to the job you are applying for. Don't just copy and paste from other job applications or from your CV.

Completing your application

Read the form fully before you complete it.

Please type or word-process your application if possible. If you are not able to do so, please complete the form clearly using black ink.

Personal details: Complete this information on the form provided and remember to submit it with your application form. This will not be seen by the shortlisting panel.

References: If you have been employed, one reference must be your present or previous employer. If not, think of someone who can say something useful or relevant about you. Referees cannot be related to you or live with you. Please ensure that you have obtained the permission of your referees.

Employment history: Provide details of present and past employers and posts. Remember volunteering this can be as relevant as paid work experience. You must use the space on the form for your work history. Do not send it separately.

Education: The holding of an education qualification will only influence shortlisting where this is specifically stated in the person specification as an essential requirement. Include any training that has not led to any qualification/accreditation as this is good evidence of continuing personal and professional development.

Skills, Knowledge and Experience: this is where you make your case for your ability to do the job. Pay careful attention to the Person Specification as this is what the shortlisting panel will use to access your application. You are unlikely to be shortlisted unless you meet most, or all of the essential criteria listed in the person specification. The shortlisting panel will be looking for evidence that illustrates relevant skills, knowledge and experience.

Take each point in the person specification in turn and describe how you meet each one. What evidence can you provide to demonstrate that you have the necessary skills, knowledge and experience? You need to DEMONSTRATE that you have the skills, knowledge and experience necessary to do the job. It will not be sufficient simply to say that you fulfil certain criteria and unsupported statements will not be accepted. You should describe how you meet the person specification giving examples.

Think about your experience. How can you show that you have the skills, knowledge and experience necessary to do the job? Explaining your past and present jobs or interests to someone else may help you uncover hidden skills that you take for granted.

Remember unpaid work and work at home can be just as relevant as paid work. Consider experience that you have acquired outside work, such as community, voluntary or leisure interests.

Do a rough draft first and proofread it to check for mistakes (e.g. spelling) and accuracy. Have you answered every question? Have you signed and dated the declaration at the end of the form? Always keep a copy of the form for your own reference.

Make sure the form is returned to the correct postal address (with the correct amount of postage paid) or email address by the closing date/time.

Late applications will not be considered.

If you have any general enquiries about your application, please contact the person whose name appears on the front page of the application form.