

## Guidance on completing your application form



**If you require the application form and associated information in a large print or an electronic format please contact us immediately so this can be sent out to you with enough time for you to complete and return the form before the deadline.**

Before deciding to apply, first read the Job Description and the Person Specification. The **Job Description** provides information about the job and what would be required of you if appointed. The **Person Specification** tells you what qualifications, knowledge, skills, experience and commitment you will need to demonstrate in order to be appointable to the post.

**The recruitment panel will need to gain evidence, from your application form, that you meet the requirements of the person specification in order to be able to short-list you for interview. It is indicated on the person specification which requirements the recruitment panel will be expecting you to demonstrate through completion of the application form.**

### **Key points to remember:**

- ❑ Read the job description and person specification before you start.
- ❑ Make sure that the information you provide is clear, legible, precise, easy to understand and relates the job you have applied for.
- ❑ Use extra sheets if you need to and attach these, clearly labelled, to the application form.
- ❑ Give examples that demonstrate that you have the experience, skills and abilities etc listed in the person specification.
- ❑ Any relevant experience, skills and knowledge gained through voluntary / unpaid work [e.g. involvement in a mental health service user group or voluntary youth work] should also be mentioned.
- ❑ It may be useful to get a friend or colleague to read through your application form and give you some feedback before you send it in.
- ❑ CVs will not normally be accepted in place of any section of the application form.

### **Returning your application form:**

- ❑ Completed application forms must be returned by the advertised closing date to the address given.
- ❑ You may find it useful to keep a copy of your completed application form as you may wish to refer to it if you are invited for interview.
- ❑ Please do not send this guidance information with your completed application information back to 42<sup>nd</sup> Street.

### **What happens if you're not successful:**

Due to the high number of applications 42<sup>nd</sup> Street is not in a position to give feedback at the application form stage of the recruitment and selection process. We will give feedback to those candidates who are offered and attend an interview.

**What happens if you are successful:**

If the recruitment panel decides that your application form demonstrates that you have the appropriate level of knowledge, skill and experience required you will be invited for an interview. You will be informed of this in writing and all relevant information about the interview process will be forwarded to you at this stage.

**Equality and Diversity monitoring:**

Enclosed in your application pack is an Equality and Diversity Monitoring form. This is anonymous and is used for monitoring purposes only. You are not required to complete this but the information gathered helps us to take action to ensure that we are encouraging applications from all sections of the community. If you do complete it please return it with your application form in the separate envelope provided.