



GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION FORM.

Thank you for requesting this application form. These guidance notes have been put together to assist you in completing your application for a position with Women@thewell. It is recommended that you read these notes **before** completing the application form. In particular, please read the guidelines for the competencies section very carefully.

Unfortunately, we are unable to write to applicants who are not shortlisted. Should you not hear from us within two weeks after the closing date, you should assume that on this occasion your application has been unsuccessful.

By submitting an application the candidate agrees for us to hold the information provided for a period of 6 months. The data will only be used for the recruitment process, and only retained longer than the 6 month period, if you are successful in securing employment with us.

GENERAL GUIDANCE:

It is important that you fully complete all sections of the application form. **Please do not attach a CV as this will not be considered.** If possible applications should be typed, but if this is not possible, please use black ink to aid photocopying, as unfamiliar handwriting can be difficult to read. Take care that important details, such as name, address and post code details are clearly written. Please enter the name of the post you are applying for, this information can be found on the Job Description.

PERSONAL DETAILS:

This information is required to ensure that accurate personnel records are maintained. Please ensure that your personal details are correct and that you have included your current address and telephone number(s). If you have a mobile telephone and/or e-mail address, please also provide these, as it can help to speed up the communication process. However, your application will not be disadvantaged if you do not have a mobile number or e-mail address. If you provide an e-mail address, it will only be used for correspondence relating to your application form. It will not be used for marketing purposes or shared with any other organisation.

EDUCATION, QUALIFICATIONS AND TRAINING:

When completing the 'Education, Qualifications Training' parts of this section, please refer to the job advert and job description and provide details of qualifications, apprenticeships, training and/or courses that are relevant to the post. Please also list any relevant training courses attended in the last 5 years.

CAREER HISTORY:

Please complete this section in full, **detailing your current employment first**. If you are not currently employed, please provide detail of your most recent employment. If you have recently completed full-time education, please note this on this section of the application form. All previous employment positions should then be provided, with most recent post held detailed first. Please state if you have had any gaps in employment (e.g. travelling or a stay at home parent etc.).

COMPETENCIES – EVIDENCE OF MEETING CRITERIA:

Please use the person specification as the list of criteria or requirements regarded as necessary for the post. To be considered for an interview you must demonstrate that you fulfil each point included in the person specification. Please provide examples. Before you fill in the application form look at the 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. Always remember to specify your own responsibilities rather than those of your section or department. 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 relates to the job you are applying for.

Referees

In completing the references section, please give as your referees your current and most recent employers where possible.

Criminal Record, Asylum & Immigration Act 1996, Declaration, Declaration of interest

Please complete these sections fully – an enhanced disclosure DBS check will be sought, if you are successful in securing employment with us.

We wish you every success with your application.