

Completing the Application Form Guidance

Guidance notes

These notes are intended to help you complete the attached application form. Please fill in the form fully as the information you give us is of vital importance. It provides the only information on which we can base our decision as to whether your skills, knowledge and experience match the needs of the Job Description and Person Specification, and therefore whether to invite you to interview.

All applications should be emailed to us by the time and date specified.

General points

- Before completing the form, refer to the job description and the person specification in the application pack. The job description is an outline of the main duties of the post, and the person specification a description of the skills, experience and competencies necessary to carry out these tasks
- Please do not submit a CV instead of completing this form.
- Remember to complete all parts of the application form. If you think some parts do not apply to you, write N/A (not applicable) in the spaces provided for your answer

Employment record

- The form asks you to give details, to the nearest month and year, of previous jobs held. Please account for any gaps in your employment record with a description of what you were doing between the relevant dates.
- In addition, some people will have developed relevant skills through unpaid work. These details should be included on the form, particularly where the experience has helped you develop knowledge, skills and abilities that we have asked for on the person specification.
- Do not leave out any relevant experience or skills/knowledge gained, wherever or however it was gained – e.g. voluntary or unpaid work can be important.

Qualifications and training

- As well as telling us about the exams that you have passed, you should also provide information in this section about any relevant courses that you have attended.

How you meet the Job Description and Person Specification

- It is essential that you relate your experience to the information given in both the Job Description and Person Specification, **especially the latter**, in the relevant sections of the application form. Make sure you give specific

examples. This means: telling us what you did in your job rather than what the team did; and giving us concrete examples of where you demonstrated a particular skill, rather than simply saying that you have it.

References

- We will not contact any references until after a job offer is made. Please discuss with us at this point if you need extra time to notify your references.
- You are asked to supply details of references that cover the last five years of your employment. One should be your current or last line manager. If you are not able to provide this, please say why.
- If you are unemployed, your last employer should be named and if you have any voluntary or unpaid experience, you could include a relevant paid officer or the chair of any relevant committee among your references.
- If you can only provide the names of friends as referees, do complete the rest of the application and tell us why you can only supply personal referees.

Rehabilitation of Offenders Act 1974

- If you have an “unspent” caution, conviction or bind over, please refer to Page 10 of the application form.
- We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in the role for which they are applying. All cases will be examined on an individual basis.
- It is important that applicants understand that failure to disclose all unspent convictions could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](#).

Equal opportunities

- The information you provide is for monitoring purposes only and will not be used in any part of the recruitment process.
- As part of the organisation’s commitment to equal opportunities; the first page of the application form is not supplied during longlist and shortlist processes.

Returning the form

- Please apply in Word format (not PDF)
- You may be asked questions at interview about the information you have been given.

- Return the form by email before the closing date and time. If it arrives late we are unlikely to be able to consider you.
- We normally only write to applicants if they are shortlisted for interview.
- Remember, we can only judge your suitability for the job from the information you give us.

If you require further information prior to application, please email paula.brown@changingpathways.org