

GUIDANCE NOTES

Please read the following guidance notes to help you complete your application form

Please note:

Sending a CV is not an acceptable substitute for completing the application form. Large print and audio formats are available upon request. For more information about the services we provide, visit St Vincent de Paul Society's website at www.SVP.org.uk and select vacancies.

1) Examine the information pack

It should contain a job description, a person specification, an application form, an equal opportunities policy with recruitment monitoring questionnaire and these guidance notes. Hopefully this pack will help you decide whether or not to apply and how to make your application as effective as possible.

2) Look at the person specification

This states the skills, qualifications, knowledge and experience that are required to do the job. When short listing takes place, your application form will be compared against the person specification.

3) Analyse your experience

What evidence can you offer to demonstrate that you possess the skills, qualifications, knowledge and experience necessary to do the job for which you are applying? Describe this experience on the application form. It may be appropriate to include relevant skills and experience outside of work e.g. domestic responsibilities, trade union, or social activities.

4) Filling in your application form

It must be legible, so you may first wish to do a rough draft then check for mistakes. If you have insufficient space, continue on a separate sheet. Ensure that you have provided sufficient evidence that you can do the job for which you are applying. Remember to sign and date your application form before returning it by the specified closing date.

5) Disabilities

Indicate on the equal opportunities form if you consider yourself to have a disability under the description given in the Disability Discrimination Act 1995. Employers are required to ask applicants if they require any reasonable adjustments to assist them during interview process, if they are short listed, and to carry out the work if they are appointed. Please give brief details of any adjustment you may require.

6) References

Give the names and addresses of two people who are prepared to give reference on your behalf. One of these **MUST** be your current or most recent employer; if you have not been employed then one of these must be an educational institution or a professional body. Your referees must not be a friend or relative. You must ensure that referees are available to give references, so bear in mind school, college, bank and annual holidays.

7) Recruitment monitoring sheet

The SVP is under legal duty to monitor the recruitment process. While completion of the form is not mandatory the SVP would welcome your cooperation.

8) Criminal records

The society will consider applicants on their merits and in relation to the post in which they are applying.

9) Response to your application

If you are not contacted within six weeks of the closing date for applications, you may assume that you have not been selected for interview on this occasion. If however, you wish to have formal acknowledgement that your application form has been received would you please enclose a stamped addressed envelope when returning your application form.