

APPLYING FOR A JOB

IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. The following advice should help you to complete the application form itself as effectively as possible.

SOME POINTS TO BEAR IN MIND BEFORE YOU START

- Look carefully at the job description and application form. Ask yourself why you are interested in the job. Don't copy the same application for a series of jobs. Contact the person given if you would like to know more about the job before you complete the application.
- Read the Employee Specification carefully. This outlines the type and range of skills/experiences etc that ideally we would like the candidate to possess or have the potential to develop.
- Try to complete the form in a concise, well organised and positive way (use words such as I plan/have the ability to).
- Please use the application form provided, continuing on separate sheets if necessary. **Please do not send standard details of your own** ie in the form of a curriculum vitae.
- Please remember to complete the Equal Opportunities Employment Policy Monitoring Form as this is essential for the Board of Trustees to determine whether its Equal Opportunities Policy is working with regard to employment.
- When completed, read through your application form carefully, checking for errors or omissions. Take note of the closing date, and make certain your application form is sent in, in plenty of time.
- If the interview dates are sent out with the job application please ensure that you are available.
- Candidates can normally expect at least 7 days notice, if called for an interview.

Applicants will be considered for short listing only if they demonstrate in their application that they meet with all the essential criteria of the person specification. You must, therefore, complete the application form by clearly stating how you meet the short listing criteria.

APPLICATION FORM

The following headings correspond to some of the appropriate sections in the application form:-

Position applied for & Department: The full job title should be complete and the relevant department shown.

Personal Details: Make sure that your full name, address and telephone number (if you are on the 'phone) are legibly written.

Health Please complete this section as it will enable us to know if any reasonable adjustments need to be made to help you with your application.

Education & Professional Qualifications: Give a list of formal and informal qualifications. Information may be necessary here to assess whether you meet the required qualifications for the vacancy. Ensure nothing important has been omitted.

Previous Employment: Starting with your current or last employer, list job titles and the period you worked for them. This information may be used to assess whether you meet the experience required for the vacancy. Check that the dates are correct and in order.

Statement in application for the post: This is probably the most important part of your application as you have to make a case here for selection so write in a concise, well organised and positive way. Do not repeat your career history, use only the relevant parts.

In considering your experience remember all your previous work. Consider other relevant experience outside work such as community/voluntary/leisure. Remember that unpaid work or work at home is often just as valuable and valid as being in a paid job.

Express any relevant views on the requirements specified in the Employee Specification in support of your application.

FINALLY

Check your application to ensure that all questions have been answered legibly and then sign and date the form. Send it to Human Resources, Trinity Community Partnership, Trinity Centre, Wesleyan Row, Clitheroe, Lancashire, BB7 2JY. Telephone: 01200 427886

Fax: 01200 444509