



Welcome Independent Living

Guidance Notes for Applicants

The application form plays a vital role in the selection process, both in deciding whether or not you will be short-listed for an interview and as a basis for the interview itself. It is therefore important to address the Person Specification / Job Description (pages 13 & 14) by relating it to your experience, knowledge, skills and abilities, which are relevant to the job.

The following advice should help you to complete the application form as effectively as possible.

The Job Description

- The job description details what sort of duties you would be expected to carry out
- Ask yourself if you're able to carry out the duties required in the job description to a high standard. Is there anything that we should know about that would help us to help you if you're offered a job?
- Ask yourself why you are interested in the job
- Would my application be a good move to start/progress and develop my career

The Person Specification

- The person specification will list the skills, knowledge, qualifications and experience required. You should provide evidence that you have these on your application form
- Explaining your present and previous jobs to someone else may help to uncover "hidden" skills, that you take for granted
- Consider any relevant experience you have acquired outside work such as community / voluntary / leisure interests/care for family

Your Employment History

- Write out your career history, do not go into too much detail but make sure that you explain the main responsibilities of the most relevant jobs that you have had
- Check that the dates are correct and in the right order and make sure there are no gaps
- Please use an extra page if there is not enough room

Do a rough draft first

- Write out the form in rough to avoid mistakes and repetitions

- *This also gives you the opportunity to ensure that your form is well organised and relevant*

Other Information Section

- *This is where you make your case for the job*
- *You should refer to the person specification and try to provide evidence of how you meet each requirement*
- *Your form should be written in a concise, well-organised and positive way*

Complete the Form

- *Type it or use a black ball-point pen*
- *Ensure it is clearly presented to create a good impression*

Sign the Form

- *This can sometimes be overlooked, please make sure you sign the form*

Send the Form Back on Time

- *Send your completed form to the address as specified on the application form and/letter*
- *If there is a date/time by which you must return the form, please make sure you send it so that it is received on time*

Always keep a copy for your own records