

Guidance notes on completing your Application Form.

Please read these notes carefully before completing your application form.

INTRODUCTION:

It is our intention at Basildon, Billericay and Wickford Council for Voluntary Services (BBWCVS) to appoint the most suitable candidate for every vacancy in accordance with our equal opportunities policy. To do this fairly, it is important that you complete **ALL** sections of the application form as clearly and fully as possible. This information should be based on the criteria listed in the enclosed **person specification** and related to the **job description**.

As part of our equal opportunities commitment, candidates for each post are treated in exactly the same way. Application forms are the only basis on which we make our first selection and decide who to call for interview. This means that only information which appears on the form can be considered. No assumptions will be made about your experience or skills, so it is important that your completed form contains the information we want.

Please remember that we are unable to consider previous applications or personal knowledge of you. The information you provide in your application form is the only information we will use in deciding whether or not you will be short listed for interview and it will also be used as a basis for the interview itself.

These advice notes are intended to help you to complete your form effectively.

DISCLOSURE AND BARRING SERVICE(DBS):

For posts where there is contact with, or access to personal records relating to children, young people and vulnerable adults, a DBS disclosure will be required. The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children, young persons under the age of 18 and vulnerable adults the right to withhold information regarding previous criminal convictions, cautions and bindovers, including those regarded as 'spent' – all must be declared. A criminal record will not necessarily be a bar to obtaining a position.

THE JOB DESCRIPTION:

You will have received a job description with the application form. This describes the duties and responsibilities of the job. **Please read this information carefully.**

THE PERSON SPECIFICATION:

As part of our equal opportunities policy all selection panels agree what skills, experiences and abilities are essential for the post holder to undertake the tasks outlined in the job description. These selection criteria are based on the job description and are monitored to ensure panels only require skills, abilities or experiences which are absolutely necessary to enable the post holder to undertake all the job tasks. Please look at this carefully so that you know what the job involves and the range of expertise required. Think about why you are interested in the job.

GENERAL POINTS:

Write or type your form in **black ink**. This is because the form will be photocopied and some other colours do not photocopy well. If you are completing the form by hand please write as clearly as possible.

Make sure you return the form by the closing date or we will not be able to consider your application.

COMPLETING THE FORM:

Before you start to fill in the application form, read the original job advertisement, the job description and person specification carefully.

Please complete all sections of the form. Read the application form through carefully before you start writing. It is a good idea to make a rough draft of what you want to say. The information that has been sent to you will tell you what we are looking for - experience, skills, abilities, qualifications and so on. You will need to demonstrate on your application form that you have all the things we are looking for. When you have finished, check through to make sure you have covered all the points on the job description and person specification and covered all your experience. Remember that the application form is the only thing we see, we cannot guess about your skills and experience, so tell us, even if it seems obvious.

Write out your form in a clear, concise, well organised and positive way. Use examples of your achievements gained in past employment, community/voluntary work; work in the home or leisure interests. Use active words like "I planned", "I organised", or "I developed" and so on. Always remember to specify your own responsibilities rather than those of your department or section or colleagues.

It would be useful for short-listing if you used the headings in the person specification and demonstrate how you feel you meet each requirement. If it is not apparent from your application that you meet the requirements, you will not be short-listed for interview.

The most important thing is to tell us - the panel will not guess or make assumptions.

ARRANGEMENTS FOR INTERVIEW

If you have a disability, please let us know so that we can make suitable arrangements if you are called for an interview and/or work based exercise.

REFERENCES:

On the application form you are asked to provide names and addresses of two referees. One of these must be your present or most recent employer. The second should preferably be someone who knows you in a work capacity, whether that work is paid, voluntary or education. References will not be taken up until an offer of appointment has been made.

CV's will NOT be accepted. You must complete the application form in full, so that we can receive the same type of information from all applicants and so that you directly address the selection criteria.