

## **GUIDELINES ON COMPLETING YOUR APPLICATION**

**It is very important that you read this information before completing the form.**

### **How we decide who to invite for interview**

WVSC uses a scoring system in order to select those applicants who will be invited for interview. We give marks according to how well your application meets each point in our **Person Specification**. The candidates with the highest total scores are then invited for interview.

You will find a Job Description and a Person Specification enclosed in your pack. The Job Description tells you about the tasks you will be asked to do if you are successful; the Person Specification describes the person we are looking for to fill the post. Your application should, therefore, be based on the Person Specification.

### **How you can give yourself the best chance of being successful**

Whilst we do need, and take note of, all the information you give us, the most important part of the form is:

#### **SECTION 6. EXPERIENCE**

This is your opportunity to tell us clearly how your experience and abilities relate to each of the requirements in the Person Specification. Although reference to the Job Description is always good, **it is the details of the Person Specification that you will be scored against.**

It would be helpful if you would write your information in the same order as the requirements are set out in that document.

It is also useful if you provide some evidence about how well you did a task. Below are some examples of good responses.

**From the Person Specification:** "Experience in the use of word processing and spreadsheets packages."

**Response:** I have used word processing extensively to produce letters, reports, tables and minutes. I am good at spelling and punctuation and always take care to proof read and to make sure the document is well laid out. I have used spreadsheets in my voluntary capacity as book-keeper for a small group. I have set up a system to calculate cash in hand at the end of each month and to compare expenditure against budget, which has been easily followed by the Management Committee.

**From the Person Specification:** "Experience in dealing with the general public."

**Response:** I have worked as relief Receptionist for three years and have been trained in customer care. I always make sure I make eye contact with visitors and smile to acknowledge them, even if I am busy with another person. I have also dealt successfully with difficult customers. For example, one lady was very angry because she had been sent a wrong form and had spent a lot of time filling it in. I kept calm and apologised and said I would fill in the correct form for her. I asked her all the questions and completed the form there and then so that she wouldn't have to waste any more time. She thanked me and left happily.

Overleaf are some points to remember in completing the rest of the form.

## **Other sections on the Application Form and how to fill them out.**

### **1. PERSONAL DETAILS**

WVSC is an equal opportunities employer and welcomes applications from people with disability. **All applicants will be judged on their experience and job-related abilities only.**

If you would need any special arrangements in order to attend for interview, please either include this on the form or attach a separate sheet if necessary.

### **2. EDUCATION / TRAINING / QUALIFICATIONS**

Please detail the information which is relevant to your application. It is not necessary to list the schools / colleges you attended. Please note that, should you be offered the post, you will be asked to supply evidence of your qualifications (original certificates for example).

### **3. RELEVANT NON-QUALIFICATION LEARNING**

We are interested in any kind of learning that you have taken part in **which is relevant to the post**. This could be short courses, company in-house training, voluntary work, computer based training or one-to-one mentoring.

### **4. PRESENT / LAST EMPLOYMENT**

Use this section to describe to us your current duties and responsibilities, emphasising those **which relate to this application and your level of responsibility**.

### **5. PAST EMPLOYMENT (MOST RECENT FIRST)**

We are interested in your relevant duties but also in the breadth and variety of experience that you have had. If you feel it is relevant, please give us some detail of your different responsibilities. You can use an extra sheet if necessary.

Unless there is something you particularly want to tell us about, there is no need to include information for more than the past 15 years.

### **7. REFERENCES**

Please check with your referees that they will be available to supply a reference, if required, immediately after the interview date. If one of your referees will be on holiday or otherwise unavailable for a time, please attach to the form the times when your referee will be available or find an alternative person.

### **8. CRIMINAL CONVICTIONS**

Certain posts within WVSC involve working with vulnerable adults. If you are applying for such a post, the law requires that we request a Criminal Records Bureau check on you.

Unspent criminal convictions will only be taken into consideration if they are directly relevant to the post. Failure to disclose unspent convictions could result in disciplinary procedure should you be appointed.

## **9. DECLARATION**

Please note that we must have a signature in order to accept this form. This means that, even if we have emailed the form to you, you must print it off, sign it and return it to us either through the post or by hand. **Forms emailed back to us will not be accepted.**

## **10. CLOSING DATE**

Please make sure that you post the form in good time. **WVSC cannot accept late arrivals.**

Please note that our premises are secured by metal shutters out of hours and there is no access to the letter box. Deliveries by hand must arrive between 9.00 am and 5.00 pm (4.30 pm on Fridays).

## **11. RECRUITMENT MONITORING FORM**

WVSC is an Equal Opportunity Employer. To help us monitor our policy, we would be grateful if you would complete the details on the form.

The form will be separated from the application before the selection process begins.

## **12. DATA PROTECTION**

Personal data obtained from applicants during the recruitment process will be held securely and will be used solely for the purposes of selection for the post advertised. Other than for the successful applicant, no personal data from the application form will be retained beyond twelve months from the date of interview. Equal Opportunities monitoring information will be retained for twelve months.

## **13. CVs**

Please do not include a CV. If you do, it will not be considered. All information must be on the application form or continuation sheets.