

GUIDANCE FOR COMPLETING the APPLICATION FORM

Selection for interview will depend solely on the information contained in your application form. We do not accept CVs.

The application form should be completed in black ink (preferably typed).

Please return your form by email, post, or in person no later than the date specified on the job advert.

Please include a telephone number where you can be reached during the day and evenings. If shortlisted, we will be calling to invite you to an interview; the proposed interview dates are listed on the corresponding job advert.

A copy of the role description and person specification are available from our website – please keep these, as you may need to refer to them if you are called for an interview.

The person specification enables us to recruit the best person for the job as it outlines the abilities, skills, knowledge and experience necessary to carry out the job. **Please read it carefully and fill in your application form to show how you meet the requirements.**

Your selection for interview will depend on how well you meet these criteria. **You may find it easiest to list and address each item in turn, in your supporting statement.**

When outlining your additional skills and training, there is no need to include a CV or repeat your work history. Include things such as work courses, computer training or language skills, for example. You also may wish to highlight work or interpersonal skills not apparent from your employment history.

Pick out those aspects of your experience that are relevant to this job and explain how your ability, skills or knowledge match those required in the person specification.

Remember to consider experience in previous work and relevant experience outside paid work which may have been gained at home, in the community or through voluntary, leisure, or college activities.

Give examples where you can, to evidence how you fulfil the criteria.

We prefer to receive applications by email (electronic signature or scanned copies) but are happy to receive and do not penalise applicants for returning applications that are hand-written.

Good luck! *If you need help completing the application form, please contact us on 020 8296 5611.*