



A Network Partner of
CARERS TRUST

GUIDANCE FOR COMPLETING the APPLICATION FORM or CV and SUPPORTING STATEMENT

Selection for interview will be decided mainly from your Supporting Statement, and secondarily from the information contained elsewhere in your application form or in your CV.

The application form or CV and Supporting Statement should be typed in black ink, please.

Please return your application form, or CV plus Supporting Statement, by email to recruitment@suttoncarerscentre.org, or please post or drop it in person.

We anticipate conducting interviews in October 2023. Please do tell us if you have any holidays booked that may stop you applying in time or attending an interview in person; virtual interviews and some flexibility with interview dates can be arranged, if necessary.

We also reserve the right to interview in the order that we receive suitable candidates and close the advert early should we receive a large number of early applications.

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 and then following-up by email.

Copies of the Job Description and Person Specification as well as the full application pack are available from our website www.suttoncarerscentre.org as well as linked to our advert sites.

Further tips for getting called to interview

We want to read the very best about what you have to offer Carers, their families, our charity and the wider community of Sutton. We use the same Person Specification for all applicants to help us recruit the best person for the job, asking everyone to outline their abilities, skills, knowledge and experience against what we think is necessary to carry out the role. **Please read the Person Specification carefully and complete your Supporting Statement to show how you meet these requirements.**





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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 the Person Specification in turn in your Supporting Statement – and that definitely makes it easier for the panel to assess your suitability, too!**

When outlining how you meet the criteria, there is no need to repeat your full work history, for example, but drawing upon examples from different jobs or experiences is definitely encouraged. You also may wish to highlight experience, aptitudes, values or skills not apparent from your employment history.

Remember to consider experience in and out of paid work, things that may have been gained from raising children, running a household, moving countries or communities, overcoming adversity, caring for friends and family or perhaps things learned from community voluntary, leisure, or college activities.

Candidates who personalise their application to Sutton Carers Centre and who demonstrate their understanding of Carers’ issues will be in the strongest position for interview. We also truly value diversity in our teams and hope to receive applications from people who come from many different backgrounds, places and experiences.

Good luck! ***If you need help completing the application form, please contact us on 020 8296 5611.*** If you do not have a computer at home, local libraries will have facilities you can use; we also are happy to offer access to ICT in our Centre.

Many thanks for showing an interest in our work and charity.

