

## **Guidance Notes for Completing the Application Form**

Please read these notes before completing the application form.



### **General Points**

These guidance notes are intended to assist you in promoting your skills and experience to best effect and thereby help us to achieve our aim to appoint the best candidate for the job.

Depending on the nature of the post, the successful candidate maybe required to undergo a Disclosure check (police check) as provided by the Central Registered Body in Scotland or hold appropriate PVG membership. Whether this is necessary will be noted in the Job Description and/or Person Specification.

Our offices are accessible for most people with mobility issues and sensory impairments and we will also consider making reasonable adjustments if the needs of the most suitable candidate required us to do so.

Please contact us so that we can discuss any specific requirements you may have for either interview or potential appointment.

As your application will be photocopied, make sure you complete it in black ink or typescript. If using pen, please write clearly and use block capitals.

Any additional sheets should be firmly attached to your main application.

Sections A - C and G (the first and last pages) will be detached from the rest of the application and that information will not be available to the shortlisting panel.

We do not accept CVs and we do not accept faxed applications.

### **Contact Details**

If you have any queries or wish to get in touch with us about the application form or process then please e-mail [chiefexecutive@fifevoluntaryaction.org.uk](mailto:chiefexecutive@fifevoluntaryaction.org.uk) or telephone: 01592 760720.

## **Specific Points**

### **Section A – Personal Details**

Please fill in your work telephone number only if it is convenient for us to contact you at your place of work. Any such contact would be made with the utmost discretion.

### **Section B – Health Information**

Please indicate if any information you disclose here falls within the scope of the Equality Act 2010 (see Equal Opportunities Monitoring Sheet for more information).

### **Section C – General Information**

The provisions of the Rehabilitation of Offenders Act makes it illegal for employers to refuse to employ a person because he or she has a “spent” conviction as defined by the Act, although you should still declare any unspent cautions, convictions or bindovers you may have.

Some posts are exempt from the provisions of the Act and if the post for which you are applying is exempt, it will state this on the background information sheet accompanying the job description. In this case you should declare **any and all** cautions, convictions or bindovers.

The fact that you may have a criminal record does not automatically prevent you from being considered for a job. We will take into account the nature of the offence, when it happened and if it is relevant to the job. If you are short listed, this will be discussed with you at interview.

### **Section D – Education & Training**

Any essential or desirable qualifications will be specified in the Person Specification. If you do not fully meet the qualification requirements, but have substantial experience, your application may still be considered however you will need to indicate in Section F - Supporting Statement how your experience equates to any specified qualifications.

As well as telling us about any exams or assessments you have passed, you should also provide information in this section on any relevant courses that you have attended.

### **Section E – Employment Record**

The form asks you to give details, to the nearest month and year, of previous jobs held. Start with the most recent. Make sure you account for any gaps in your employment record.

You may have developed relevant skills through unpaid work or bringing up a family. These details should be included on the form, particularly where the experience has helped you develop skills and abilities that we have asked for in the Person Specification.

If you are currently not in employment you can leave the Date Left and Notice Period areas unanswered – all other areas require an answer.

## **Section F – Supporting Statement**

This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the Job Description and the Person Specification.

The Job Description is an outline of the main duties of the post and the Person Specification is a description of the skills, experience and competencies necessary to carry out these duties. In this section of the form, it is essential that you relate your experience to the information given in both these documents.

Make sure you give specific examples. This means telling us what **you** did in your job rather than what the team or organisation did. Give concrete examples which **demonstrate** you have a particular skill, rather than just saying that you have it. As a minimum, address all of the points identified in the Person Specification.

## **References**

You are asked to supply details of references that cover the last 3 years of your employment and one should be your current line manager/employer. If you are self-employed or unemployed, your last employer should be named.

If you have had voluntary or unpaid experience, you could include the Chairperson of the governing body or management committee among your references. If you can only provide the names of friends as referees, do complete the rest of the application and tell us why you can only supply personal referees.

## **Section G – Equal Opportunities Monitoring**

We have an equal opportunities policy and we need to continually monitor its' effectiveness. We ask applicants to supply certain information in order to help us do so. The information is confidential and is not seen by the recruitment panel. The statistics we produce from this information shows the profile of applicants we attract and can highlight whether particular groups are discriminated against at any stage in the recruitment and selection process.

With this information we can work to ensure no one is unfairly discriminated against within our recruitment process.

It is helpful if applicants complete Section G but it is optional and choosing not to complete it will in no way affect the recruitment decision.

## **Returning the Form**

After ensuring that all sections of the form are completed, keep a copy for yourself as you will be asked questions about it if you are interviewed. Make sure that your completed form is returned by the closing date and that, if posting it to us, the envelope is marked "**Private and Confidential**".

If you are e-mailing the form to us, we ask that you also submit a signed, printed copy within 3 days of the closing date for applications.

Thank you again for showing an interest in working with us.