Guidance Notes for Completing the Application Form

You are advised to read the following notes carefully as the decision to shortlist you for interview will be based on the information you provide in the form. This advice is designed to help you complete the application form as effectively as possible.

- **Equal opportunities**

BSCWT is committed to ensuring equality of opportunity for all job applicants.

- **Examine the application pack**

The pack contains information about BSCWT, a job description, person specification, application form with a criminal record declaration and data protection statement. Please read all of this carefully before completing your application.

- **Examine the person specification**

This sets out the skills, knowledge and experience required by BSCWT for the candidate to do the job. Your application will be assessed to see if you meet the requirements of the person specification.

- **Analyse your experience**
  - Ask yourself why you are interested in the job?
  - Analyse the person specification – what evidence can you provide to demonstrate that you have the necessary character, attributes, skills, knowledge, experience and training to meet each item?
  - Consider any experience that you have acquired outside work, such as community, voluntary or leisure interests.

- **Presentation**
  - Make sure that you read the form fully before you write anything.
  - Please use black ink or type your application to aid photocopying.
  - Read the completed form and check for errors.
  - Ensure you have answered every question, and signed and dated the form. If you are sending the form electronically, you will be asked to sign it if and when you come for an interview.
  - Keep a copy of the form for reference.
  - Please make sure you send the form to the correct address, and that it arrives before the closing date.

- **Completing the form**
  - **Personal information**. Complete the factual parts of the form first.
  - **Education**. It is important that you include any training received, even if it has not led to a qualification or accreditation.
  - **Employment History**. Write here the names and addresses of present and past employers. Remember to list any community or voluntary work or experience that you have gained.
  - **References**. If you have been employed, one referee must be your current or last employer. Other referees should know you well, and one should be one of your church leaders.

- **Personal Statement** – (separate sheet required)
  - This is where you make your case for the job.
  - You should use separate headings for each requirement of the person specification.
  - Do not merely repeat your career history, but pick out the attributes, skills, knowledge and experience required by each aspect of the person specification, and provide evidence that you possess them. Mention any relevant experience you have acquired outside of work.
  - *In your statement, please also let us know your preferred weekly hours of work and preferred days of work.*

Above all, gear your application to the position for which you are applying.